



## VACANCY PROFILE

<b>School District:</b>	Fort Edward Union Free School District
<b>Position Title(s):</b>	Secretary-Typist
<b>Vacancy Description:</b>	<p>Fort Edward UFSD is currently seeking a candidate to fill an anticipated vacant 12-month Secretary-Typist position. This position is a competitive Washington County Civil Service Exam position. Candidates will be canvassed from this list or shall have held the title of Clerk previously.</p> <p>Interested candidates should submit an e-mail or written letter of interest to Keaysie Ferguson, Administrative Assistant to the Superintendent of School.</p>
<b>Rate of Pay:</b>	As per FESS contract
<b>Date of Posting:</b>	May 12, 2023
<b>Application Deadline:</b>	May 26, 2023
<b>Position Effective:</b>	July 1, 2023
<b>Apply To:</b>	Keaysie Ferguson, Administrative Assistant to the Superintendent of School
<b>Telephone:</b>	(518) 747-4529 x3113
<b>E-Mail:</b>	kferguson@fortedward.org