



Enlarged City School District

CORTLAND CITY SCHOOL DISTRICT Cortland, New York

Posting

Position:	Executive Secretary
Location:	Cortland High School
Vacancy Date:	1/3/2025
Duration:	12 month
Hourly Rate:	Based on experience (Min \$16.64/hour)
Qualifications:	Civil Service Eligibility – Competitive
Last Day to Apply:	1/10/2025

NOTE: To apply for this position, you **must** have a Civil Service application on file in the Personnel Office. If you are currently on staff in the Cortland City School District, either in a permanent position or as a substitute, and you wish to be considered, submit your request, in writing, to the Personnel office by the "last day to apply" date above.

Visit our web site at www.cortlandschools.org

The School District does not discriminate in employment or in the education programs and activities which it operates on the basis of sex, sexual orientation, age, ethnicity, religion, race, or handicap in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, or § 504 of the Rehabilitation Act of 1973 and the New York State Human Rights Law.

Equal Opportunity Employer
Posted 1/3/2025