Order Number:
NY1550060
Date Job Order Received:
11/18/2025
Number of Openings:
1
Company Name:
Lowville Academy and Central School
Job Title:
Confidential Secretary to the Superintendent
Minimum Experience Required:
3 Years
Job Description:
Beginning in Feb. 2026. This is a 12-month, 8-hour/day position with a competitive salary and benefit package, commensurate with experience and qualifications. A high school diploma and three years of secretarial experience or a 2-year degree in secretarial science or related field plus one year of secretarial experience is required. The ideal candidate will be highly organized with great attention to detail, have knowledge of computer/office applications, strong typing skills and have the ability to carry out complex tasks with oral and/or written instructions. Must be highly motivated, flexible and have the ability to multi-task and work cooperatively in a fast-paced office environment. Qualified applicants should submit a letter of interest, resume and Support Staff Application to Ms. Rebecca Dunckel, Superintendent, Lowville Central School. Background check and NYS Education Department fingerprint clearance are required. Deadline for Applications is December 5th.
Job Location:
Lowville, New York 13367
Pay:
$50000.00 - $60000.00 Yearly
Benefits:
Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension
Hours per Week:
Not specified.
Duration:
Full Time, Regular
Work Days:
Monday Thru Friday
Shift
Not specified.
Public Transportation:
Not specified.
Minimum Education Required:
High School Diploma
Driver Licenses, Including Endorsements:
Not specified.

How to Apply:
To apply, contact the employer by: Internet or Phone
Phone: Dunkel King, Rebecca (315) 376-9000
Web-site: https://www.lowvilleacademy.org/43468_2