

Order Number:

NY1666349

Date Job Order Received:

06/25/2026

Number of Openings:

1

Company Name:

Beaver River Central School

Job Title:

Administrative Assistant

Minimum Experience Required:

3 Years

Job Description:

Description of Job: The Beaver River Central School District is currently accepting applications for: Administrative Assistant Involves the responsibility for performing highly complex duties and administrative support tasks to further the overall work in the department where assigned. Incumbents typically serve as a personal assistant to the head of a department or major division relieving them of administrative and business detail and resolving day-to-day operational problems. Minimum qualifications: 1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associates degree and (1) year of clerical, administrative or office experience which involved the operation of a computer for word-processing, database applications, and maintaining electronic records and reports; or 2. Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (1); or 3. An equivalent combination of training and experience as defined by the limits of (1) and (2) Note: Experience as a bank teller or store cashier shall not be considered clerical experience. Hours: Salary: Start Date: Full Time: 8 hrs. per day during school or 7 hrs. per day summer/school vacations \$18.25 - \$23.00 This position will be filled in accordance with Civil Service Rules and Regulations. Please send letter of interest, resume, official transcripts (if applicable) and application (available on line at www.brcsd.org) to Mr. Todd G. Green Superintendent Beaver River Central School District PO Box 179 Beaver Falls, NY 13305 Deadline for applications is : Wednesday, July 8, 2026

Job Location:

Beaver Falls, New York 13305

Pay:

\$18.25 - \$23.00 Hourly

Benefits:

No benefits specified.

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

Web-site: https://www.brcsd.org/49775_2