

**PENN YAN CENTRAL SCHOOL DISTRICT
BUSINESS OFFICE
ONE SCHOOL DRIVE
PENN YAN, NY 14527-1099
(315) 536-3373**

POSTING

Notice to Classified (Non-Teaching) Personnel and Administrators

DATE: September 30, 2026

RE: Notice of Position Vacancy

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This notice is in compliance with the conditions stated in the CSEA Agreement under Article X. Please be advised that applications are being accepted to fill the following positions:

Anticipated Payroll Clerk -

- Full time;
- 12 months per year;
- \$54,810 annual salary (\$28/hour), or commensurate with experience;
- **Start Date:** January 4, 2027 (tentative). May be collaboratively adjusted based upon the qualifications, experience, and availability of the successful candidate.

Minimum Qualifications Include:

- Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in account keeping; or
- Two years of experience in a position involving the maintenance of financial accounts and records; or
- An equivalent combination of training and experience as defined by the limits of qualifications mentioned above.

Please submit a letter of interest to Dr. Gregory S. Baker, Superintendent of Schools, One School Drive, Penn Yan, NY, by October 14, 2026 at 4:00 p.m. Applicants must be Yates County Civil Service approved.


Dr. Gregory S. Baker
Superintendent of Schools