



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Stephen McNally
Chairman of the Board

TITLE: **LAKE PLACID CENTRAL SCHOOL-SCHOOL SECRETARY**
(Provisional * Appointment)

SALARY: **\$24-\$26/HR.**
40 Hours Per Week
Position will begin on November 2, 2026

LOCATION: Lake Placid Central School, 50 Cummings Road, Lake Placid

JOB SUMMARY The work involves responsibility for performing moderately difficult clerical and typing duties in accordance with department policies and procedures. General supervision is received from a higher-ranking clerical or administrative employee. Supervision may be exercised over the work of one or more lower ranking clerical employees. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience, one (1) year of which must have involved typing; or
- (b) Five (5) years of clerical experience which shall have involved typing; or
- (c) An equivalent combination of training and experience as defined by (a) and (b).

**The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.*

Qualified candidates should send a cover letter, resume and a civil service application to:
Superintendent of Schools
50 Cummings Road, Lake Placid New York, 12946
or by email lpdistrictclerk@lakeplacidcsd.net.

Employment applications are available of the Essex County Personnel Jobs page:
<https://www.co.essex.ny.us/EmploymentApplicationFillIn.pdf>

Applications will be accepted until September 30, 2026.



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



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518.873.3360

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