

WEST PERRY SCHOOL DISTRICT  
ANNOUNCES A  
NON-INSTRUCTIONAL VACANCY

<u>Position</u>	<u>Building</u>	<u>Date Available</u>
Anticipated Census/Taxes Clerk	West Perry Administrative Office	Immediately

**Details\***

245 days per year  
Minimum Starting salary: \$13.00  
8 hour day with ½ hour unpaid lunch  
Benefits package available

The West Perry School District is currently seeking a Census/Taxes Clerk. This position is responsible for all aspects of census and tax collection for the District. The Census/Taxes Clerk will coordinate with the County Tax Office to ensure accuracy of tax billing information. Prepare varies reports for School Board, County Tax Office and local auditors.

\*For a fully detailed job description, please contact Mrs. Derr.

\*\*\*\*\*

This position is posted on **February 4, 2020** and will remain open for 15 working days, until **February 26, 2020** or until filled.

**External applicants** should submit the following documents.

- A completed West Perry School District employment application
- Letter of Interest
- Resume with references and qualifications
- TB test as required by the Pennsylvania School Code
- \*Current Act 34 Clearance (Pa Criminal Background Check) ([www.psp.state.pa.us](http://www.psp.state.pa.us))
- \*Current Act 151 Clearance (Child Abuse Clearance) or proof of application (<http://www.dpw.state.pa.us>)
- \*Current Act 114 Clearance (Federal Fingerprinting) (<https://uenroll.identogo.com>) - Service Code: 1KG6XN

**\*Clearances must be dated no later than one year prior to hire.**

**Internal applicants** of the West Perry School District should submit a Letter of Interest, updated resume which includes references and qualifications for the position.

Applicants should forward all necessary employment documents to:

West Perry School District  
Liz Derr, Human Resources / Benefits Administrator  
2606 Shermans Valley Road  
Elliottsburg, PA 17024  
Phone: (717) 789-3934  
**Equal Opportunity Employer**

**Notice of Non-Discrimination**

The West Perry School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Mrs. Liz Derr, Title VI, Title IX, §504, ADA and Age Discrimination Act Coordinator.