



# Vineland Public Schools

## Employment Opportunity

### ***Clerk Typist 1***

(a.k.a. Keyboarding Clerk 1 – 10-month position)

Salary: Starting at \$26, 008 (based on negotiated VEA contract)

Benefits: As per negotiated contract

Application Deadline: August 11, 2025

#### **Position Summary**

Reports to the Principal; performs routine, repetitive clerical work involving the processing of documents in a variety of functions; serves as receptionist; receives and distributes interoffice and U.S. mail; answers in-person and telephone inquiries; keyboards correspondence and reports; prepares spreadsheets; provides office support for a variety of initiatives; monitors and orders supplies; performs related duties as requested.

#### **Qualifications**

- High school diploma or equivalent
- Excellent verbal and written communication skills
- Ability to answer phones and respond to in-person inquiries in a courteous and professional manner
- Strong computer literacy, keyboarding, and data entry skills

#### **Who We Are**

Vineland Public Schools serves nearly 11,000 students across 16 schools in the heart of South Jersey. We are committed to fostering a culture of Empathy, Adaptability, Perseverance, Responsibility, Communication, and Critical Thinking—the core attributes of our Portrait of a Graduate. Join a team dedicated to innovation, equity, and excellence.

#### **How to Apply**

[Submit your application on Frontline](#)

Contact:

Vineland Public Schools – Human Resources Department

☎ 856-794-6700, ext. 2104

*Vineland Public Schools is an equal opportunity employer. We are committed to a work environment free from discrimination and harassment, embracing the diversity of all applicants regardless of race, color, religion, sex, national origin, disability, or sexual orientation.*