



Vineland Public Schools

Employment Opportunity

Clerk Typist (Vineland High School)

12 month position

Salary: \$34,710 - \$54,714 (Final compensation based on negotiated VEA contract)

Benefits: Full-time staff are eligible for medical, prescription, and dental. Sick, personal and bereavement days are included based upon negotiated contract.

Application Deadline: August 23, 2025

Position Summary

The Clerk Typist provides professional, courteous, and efficient administrative support to ensure the smooth operation of Vineland High School. This position involves consistent interaction with internal and external stakeholders and requires strong communication, organizational, and clerical skills. The Clerk Typist serves as the first point of contact for visitors and callers and plays a key role in maintaining accurate records, processing documents, and supporting office initiatives. This position provides clerical support to the building principal.

Qualifications

- High school diploma or equivalent required.
- Previous clerical or administrative experience preferred.
- Strong verbal and written communication skills.
- Proficiency with Google and standard office equipment.
- Ability to manage multiple tasks in a fast-paced environment with accuracy and attention to detail.

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.