



Vineland Public Schools

Employment Opportunity

Clerk Typist 1 (Sabater Elementary)

(Keyboarding Clerk 1 – 10-month position)

Salary: \$26,008 - \$42,678 (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: September 19, 2025

Position Summary

This position reports to the Principal of Gloria Sabater Elementary School and is responsible for performing routine clerical work involving the processing of documents across a variety of functions. The employee serves as a receptionist, receives and distributes interoffice and U.S. mail, and responds to both in-person and telephone inquiries. Duties include keyboarding correspondence and reports, preparing spreadsheets, and providing office support for a variety of school initiatives. The employee also monitors and orders supplies as needed and performs other related duties as assigned.

Qualifications

- High school diploma or equivalent
- Excellent verbal and written communication skills. Bilingual preferred.
- 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.