



POSTING OF VACANCY

Susquehanna Valley Central School District
P.O. Box 200
Conklin, New York 13748



www.svsabers.org

SUPPORT STAFF

POSITION

RECEPTIONIST (10 month) – currently assigned to Susquehanna Valley High School

QUALIFICATIONS

NOTE: This is a competitive job title, which requires the following:

Candidates must meet Civil Service qualifications for the position, and may be appointed by one of the following methods:

- You must be eligible for appointment from a valid Civil Service Eligibility List for this job title.
- Persons already holding this job title may request a transfer.

General Qualifications:

- Possess good knowledge of office technology and procedures
- Experience with computer technology and relevant clerical software programs
- Demonstrate high level of accuracy, attention to detail, flexibility, good judgment, self-reliant
- Courteous with the public

WORK YEAR

8 hours Monday thru Friday 10 month, in session school days only; one week before school starts, one week after school ends

SALARY

\$15.50 or current minimum wage rate at the time of hire

STARTING DATE

August 25, 2025

DEADLINE for APPLICATION

March 4, 2025 – or – until position is filled

APPLY TO

Dr. Catherine Kacyvenski
Assistant Superintendent
Susquehanna Valley CSD
P.O. Box 200
Conklin, NY 13748

Include the following:

- Letter of Intent with Résumé
- SV Support Staff Application
- Broome County Government Employees Application

Employment Applications are available at www.svsabers.org -or- SVCSD District Office, 1040 Conklin Rd., Conklin, NY 13748

Dr. C Kacyvenski

Dr. Catherine Kacyvenski
Assistant Superintendent of Schools

2/4/25

Date