



Mail Clerk/Courier - Probationary

The Highland Falls-Fort Montgomery Central School District is located in the heart of the scenic Hudson River Valley and draws students from Highland Falls, Fort Montgomery, West Point and Garrison. Adjacent to the United States Military Academy at West Point and 40 miles from New York City, the district offers tremendous opportunity for cultural enrichment, athletics, leadership and highly competitive academics.

The Highland Falls-Fort Montgomery Central School District is seeking candidates for a part-time mail clerk/courier position. The position is a twelve month, 3 hours per day position.

This is routine work involving responsibility for collecting and delivering mail, supplies and/or other materials both in-District and out-of-District. Does related work as required.

The ideal candidate will have:

Good knowledge of driving safety practices and traffic laws and regulations; working knowledge of postal terminology and procedures; ability to understand and follow oral and written instructions; demonstrate a commitment to maintaining confidentiality; dependability; courtesy; physical condition commensurate with the demands of the position.

Requirements:

- Must possess and maintain a valid driver's license.
- NYSED fingerprint clearance.

Please send a cover letter and resume to:

Yvette Maag, HR & Benefits Coordinator
Email: Yvette.Maag@hffmcsd.org or Fax: 845-446-3321

Deadline to apply: June 7, 2024

Start date: July 1, 2024

The Highland Falls – Fort Montgomery Central School District is an equal-opportunity employer, committed to providing a work environment which is free from discrimination. The District prohibits discrimination on the basis of race, color, creed, religion, national origin, political affiliation, age, sex, sexual orientation, marital status, military status, disability, or predisposing genetic characteristics or any other status protected by Federal, State or local laws.

The HFFMCSD is committed to creating a diverse environment and are proud to be an equal opportunity employer.