

Please post in all Chenango Valley Central School District Buildings.

Chenango Valley Central School District

May 18, 2022

Non-Instructional Vacancies for 2022-23
Civil Service Competitive

- Openings:**
1. **Typist or Senior Typist (Full-time, 12 month)** – various locations
 2. **Typist (Part-time, 10 month)** – various locations

Qualifications: Candidate must be reachable on the Broome County Civil Service Certification of Eligibles for the applicable job title or employed in that title currently. Job descriptions are attached.

Application Requirements:

1. Interested candidates that are not currently on the Broome County list of eligibles should contact Broome County to register to take the appropriate exam as soon as possible. The link to the continuous recruitment exams can be found on the CV website at the following link:
<https://www.gobroomecounty.com/personnel/exams-cr>
2. If the candidate passes the exam, complete the Support Staff Application that is on the CV website.
https://www.cvcasd.stier.org/Downloads/Support%20Staff%20Application%202019_.pdf
3. Submit the completed application to the District Office located at 221 Chenango Bridge Rd. Binghamton to the attention of Beth Ehrensbeck by June 6, 2022

Salary: Per Chenango Valley Support Staff Association Contract

Effective Date: July or September, 2022 – depending on appointment

EOE

SENIOR TYPIST

Department: School building/Department specific
Reports: Supervisor or Administrator

GENERAL RESPONSIBILITIES:

Assist in the typing and clerical responsibilities of an office. Perform other related duties as required. Performs work under direct supervision and may supervise the work of others.

TYPICAL WORK ACTIVITIES:

- Type various reports and letters
- Answer telephone, take messages, refer phone calls to other departments
- Greet visitors and students
- Perform simple office duties such as setting up meetings, scheduling appointments, and taking messages
- Perform routine clerical duties such as filing, open and distributing mail, and ordering office supplies
- May perform more complex duties such as creating and/or preparing reports or summaries
- Operate office machinery such as personal computers, copy machines, fax machines, etc.
- Maintain the inventory and purchasing in their department
- May assign and review work of subordinates
- Other related work as required

QUALIFICATIONS:

- Must possess a high school diploma or GED and be able to read and comprehend simple instructions, perform basic mathematical functions, and apply common sense understanding to carry out written or oral instructions.
- Must have competency in the suite of Microsoft products including Word and Excel
- Experience working with children is preferred
- Must be able to effectively present information in one-on-one and small group situations with tact, discretion, and courtesy
- Must be able to tolerate a busy and sometimes loud work environment.

TYPIST

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QUALIFICATIONS:

- Must have competency in the suite of Microsoft products including Word and Excel
- Experience working with children is preferred
- Must be able to effectively present information in one-on-one and small group situations with tact, discretion, and courtesy
- Must be able to tolerate a busy and sometimes loud work environment
- Working knowledge of office terminology, procedures and equipment
- Working knowledge of business arithmetic and English
- Ability to understand and follow oral and written instructions
- Ability to maintain neat and legible records
- Ability to establish efficient working relationships
- Accuracy, courtesy, and tact
- Physical condition commensurate with the demands of the position