

Chenango Valley Central School District

September 11, 2024

**Anticipated Vacancy Notice**

**Opening:** PT 10-month Receptionist/Typist – PD or CB

**Qualifications:** Candidate must meet the qualifications for Receptionist/Typist for Broome County Civil Service. See attached for job description.

**Salary:** Per Chenango Valley Support Staff Association Contract

**Apply to:** Elizabeth Donahue **by Tuesday, September 17, 2024**

**Effective Date:** October 2024

**EOE**

## RECEPTIONIST – TYPIST

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

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### **GENERAL RESPONSIBILITIES:**

Screens all incoming visitors to ascertain purpose of visit, calls to inform the intended party (when appropriate), and directs them to the appropriate location/person. Performs work under the supervision of a building administrator.

### **TYPICAL WORK ACTIVITIES:**

- Greet all visitors to the building (students, parents, etc.) and allow access to the building according to policy/procedure
- Announce visitors to appropriate person prior to allowing entry
- May screen or direct phone calls
- Prepares and maintains a variety of reports such as student attendance, etc.
- 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
- Operate office machinery such as personal computers, copy machines, fax machines, etc.
- 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 deal courteously and effectively with the public and students both in person and on the telephone
- Must be tactful, courteous, and use good judgment in all areas
- Must be able to tolerate a busy and sometimes loud work environment.