

**Please post in all Chenango Valley Central School District Buildings.**

Chenango Valley Central School District

November 6, 2023

**Anticipated Vacancy Notice**

**Opening:** Senior Typist (Full-time, 12 months) - Civil Service Competitive

**Location:** Middle School Main Office

**Qualifications:** Candidate must be reachable on the Broome County Civil Service Certification of Eligibles for Senior Typist or employed in that title currently. See attached for job description.

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

**Apply to:** Elizabeth Donahue **by November 13, 2023**

**Effective Date:** December, 2023

**EOE**

## SENIOR TYPIST

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

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### **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.