

Chenango Valley Central School District
January 7, 2025

Anticipated Vacancy Notice

Opening: Senior Typist (full time – 12-month)
Location: District Office
Qualifications: see attached
Salary: Depending on experience
Apply to: Submit Non-Instructional Staff application to Beth Ehrensbeck
by January 14, 2025
Effective Date: February, 2025

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.