

Please post in all Chenango Valley Central School District Buildings.

Chenango Valley Central School District

November 23, 2021

Vacancy Notice

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

Location: Multiple locations at MS/HS campus. Most of the day will be in the MS office and will cover at security entrance, bus garage, and other areas as needed.

Qualifications: Candidate must be reachable on the Broome County Civil Service Certification of Eligibles for Typist or 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 Friday, December 3, 2021**

Effective Date: January 3, 2022

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:

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- 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