

Union Springs Central School

PROVISIONAL VACANCY:

Senior Typist

This will be a **PROVISIONAL** civil service appointment. Candidate will be required to take the civil service exam when it is scheduled in the future. Permanent appointment will be dependent upon candidate's exam score.

SALARY: \$35,128.43 37.5 hrs/wk. This position is a high school/guidance office position.

DEADLINE TO APPLY FOR VACANCY: **8/9/2024**

HOW TO APPLY:

Go to: mycivilservice.cayugacounty.us/jobopps and click on the "APPLY" button next to the title of "Senior Typist (USCS) – Provisional Vacancy" under Current Vacancies.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, AND:

EITHER (A) Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree in Business Management, Secretarial Science, Business Administration or related field;

OR (B) Two years of clerical experience which must have included keyboarding (typing).

JOB DESCRIPTION:

For a full description please visit: <https://www.cayugacounty.us/DocumentCenter/View/11680/Senior-Typist>

ADDITIONAL INFORMATION:

This position is responsible for assisting in the coordination of the printing needs of the various schools in our district, along with covering lunches and breaks for building and district secretaries, and supporting the clerical needs of our guidance department.

- Operate and maintain photocopying equipment in order to produce a wide variety of print jobs;
- Operate a PC, binding equipment, stapling, 3-hole punch, laminating and folding machines;
- Handle equipment problems and maintenance;
- Types and files a variety of records, reports and other materials as required;
- Support school counselors and the coordination of their efforts on behalf of students;
- Sign in and direct visitors to various locations in the school;
- Support the clerical functions of the district as needed including mailings.

