**POSTING #22**
(reposted)

**THE EAST GREENBUSH CENTRAL SCHOOL DISTRICT, NEW YORK**
An Equal Opportunity/Affirmative Action Employer

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| **DATE OF POSTING:** | **January 14, 2020** |
| **POSITION:** | Typist – Library |
| **SALARY:** | $16.94 per hour (Step 1) - $20.96 per hour (Step 11)<br>*Salary determined from the School-Related Personnel (SRP) agreement* |
| **ASSIGNMENT**: | Donald P. Sutherland Elementary School |
| **HOURS:** | 3.5 hours per day – 10 month position |
| **CLOSING DATE:** | **January 28, 2020** |
| **MINIMUM QUALIFICATIONS**: | Either: (A) Graduation from high school or possession of an equivalency diploma, including or supplemented by a course in keyboarding (typing); or (B) one year of clerical experience which involved keyboarding (typing); or (C) an equivalent combination of training and experience as defined by the limits of (A) and (B) above. |
| **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**: | Applicants need working knowledge of office terminology, practices and procedures; working knowledge of business arithmetic and business English; ability to perform prolonged fine-finger movement on a keyboard at a predetermined rate of speed and accuracy; ability to set up forms, charts and tabular listings; ability to perform detail work involving visual effort and strain; ability to understand and follow oral and written instruction; ability to organize and maintain records and files; ability to deal effectively with the public; and ability to use microcomputer software. |
| **APPLY:** | ***The successful candidate must take, pass, and be reachable on the "List of Eligibles" for the Rensselaer County Civil Service examination for Typist***. All interested and qualified individuals wishing to become candidates for this position must meet the minimum qualifications, and submit a complete application packet that includes a cover letter, resume, East Greenbush Central School District application, and Rensselaer County Civil Service application (available on the district website) by **January 28, 2020,** to**:**<br><br>*Marissa Cannon*<br>*Director of Human Resources*<br>*East Greenbush Central School District*<br>*29 Englewood Avenue*<br>*East Greenbush, NY 12061* |

In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant.

Notice of Non-Discrimination Policy

The East Greenbush Central School District does not discriminate on the basis of race, color, national origin, sex, disability, age, or marital status, sexual orientation or any other characteristic protected by State or Federal law in any of its employment decisions; and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and NYS Human Rights Laws.

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