



## POSTING #34

### **THE EAST GREENBUSH CENTRAL SCHOOL DISTRICT, NEW YORK**

An Equal Opportunity/Affirmative Action Employer

**DATE OF POSTING:** June 26, 2020

**POSITION:** Typist

**SALARY:** \$16.94 per hour (Step 1) - \$20.96 per hour (Step 11)  
*Salary determined from the School-Related Personnel (SRP) agreement*

**ASSIGNMENT:** Administration-Technology

**HOURS:** 7.5 hours per day – 12 month position

**CLOSING DATE:** July 10, 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 be reachable on the Rensselaer County Civil Service Certification of Eligibles list or currently employed as a Typist through Rensselaer County Civil Service.* 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 **July 10, 2020** to:

*Marissa Cannon  
Director of Human Resources  
East Greenbush Central School District  
29 Englewood Avenue  
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.

Administration Center, 29 Englewood Avenue, East Greenbush, New York 12061

Phone: (518) 207-2529 Fax: (518) 477-4833