POSTING # 28

THE EAST GREENBUSH CENTRAL SCHOOL DISTRICT, NEW YORK

An Equal Opportunity/Affirmative Action Employer

DATE OF POSTING: September 16, 2021

POSITION: Senior Typist

SALARY: $18.99 per hour (Step 1) - $23.21 per hour (Step 11)
Salary determined from the School-Related Personnel (SRP) agreement

ASSIGNMENT: Columbia High School

HOURS: 7.5 hours per day – 12 month position

CLOSING DATE: **September 29, 2021**

MINIMUM QUALIFICATIONS:

A. Graduation from high school or possession of an equivalency diploma and two years of experience in a clerical position involving typing; OR

B. Completion of 60 semester credit hours at a regionally accredited or New York State registered college or university which must have included at least twelve credit hours in secretarial science, OR

C. Three years of clerical experience involving typing.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of office terminology, practices, and procedures; good knowledge of business arithmetic; good knowledge of business English; good knowledge of principles and practices of supervision; ability to perform prolonged fine-finger movement on a keyboard at the predetermined rate of speed and accuracy; ability to perform detailed work involving visual effort and strain; ability to communicate effectively, both orally and in writing; ability to set up forms, charts, and tabular listings; ability to understand and follow oral and written instruction; ability to write legibly; ability to use microcomputer software; ability to organize and maintain records and files; ability to plan, assign, and review the work of others.

APPLY:

The successful candidate must take, pass, and be reachable on the "List of Eligibles" for the Rensselaer County Civil Service examination for Senior 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 **September 29, 2021** 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.