



DEPEW UNION FREE SCHOOL DISTRICT

District Offices
5201 S. Transit Road
Depew, New York 14043-4335
www.depewschools.org

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CSEA JOB POSTING NOTICE OF VACANCY

TITLE: SENIOR CLERK TYPIST – FULL-TIME

LOCATION: Depew High School Main Office

HOURS: 7:15 AM – 3:15 PM Monday - Friday

SALARY: As per CSEA contract

**ANTICIPATED
START DATE:** TBA – Subject to July Board Meeting

**APPLICATION
DEADLINE:** June 14, 2018 at 3:00 PM

**MINIMUM
QUALIFICATIONS:** Must be reachable on a current Civil Service eligible list and presently hold a permanent competitive civil service title. Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing and one year of office clerical experience. See attached for details.

JOB DESCRIPTION: See Attached

INTERESTED PARTIES SHOULD SUBMIT AN APPLICATION IN WRITING TO:

Jeffrey R. Rabey, Ph.D., Superintendent of Schools
DEPEW UNION FREE SCHOOL DISTRICT
5201 S. Transit Road
Depew, New York 14043

June 7, 2018

JOB DESCRIPTION	1998	3.8
	Senior Clerk Typist	1 of 2

TITLE: SENIOR CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS:

The work involves the performance of typing and varied duties of a moderately difficult nature. This class differs from that of clerk-typist by virtue of the more difficult and varied nature of the work performed and by the independent judgment in the application of established procedures and methods that is exercised by the incumbent. Work is performed under the general or direct supervision of a higher-ranking employee, depending on the nature of the assignment.

TYPICAL WORK ACTIVITIES:

1. Types accounting and financial statements, payrolls, staff attendance, statistical tabulations and data for letters, memoranda, vouchers, reports, requisitions, and other materials;
2. Familiar with Purchase Order, budget procedures
3. Familiar with requisitions , purchase orders, and general purchasing procedures;
4. Reviews accounts, reports and other documents for completeness, accuracy and conformity with established procedures;
5. Maintains files for documents, records and correspondence;
6. Prepared payroll for all employee's in the building including substitute reports;
7. Assembles a variety of data from office records for incorporation into various reports;
8. Composes and types routine correspondence;
9. Assists in proofreading typewritten and printed material;
10. Professional Communication skills for answering and taking phone calls, messages, giving routine information to the public and make appointments for supervisor;
11. Monitors office machines and makes the contact for repairs when needed;
12. Competent in using Microsoft and Google Docs application for word document, spread sheets, mail merge, and other typical office applications;
13. Collects and maintains records of fees collected by staff and various departments;

(continued)

JOB DESCRIPTION	1998 Senior Clerk Typist 3.8 2 of 2
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SENIOR CLERK-TYPIST (Cont'd.)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and carry out complex oral and written instructions; ability to type from clear copy or rough draft at an average rate of speed; clerical aptitude; sound judgment; neatness; tact and courtesy; physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, including or supplemental by a course in typing, and one (1) year of office clerical experience.

NOTE: Completion of a one-year or longer post high school secretarial course, which included typing, may be substituted for the required experience. Additional office clerical experience which included typing, beyond the one-year requirement, may be substituted for high school on a year for year basis.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.