



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: CLERK TYPIST – FULL-TIME
(12 Month position)

LOCATION: High School Counseling Center

HOURS: 7:15 A.M. – 3:15 P.M. Monday - Friday

SALARY: As per CSEA contract

**ANTICIPATED
START DATE:** Pending Board Approval

JOB DESCRIPTION: See Attached

**MINIMUM
QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing. Office experience with filing, answering phones, effective communication, attendance, knowledge of Microsoft Office, Power School, Excel, and Google Docs

**DESIRED
QUALIFICATIONS:** Must be reachable on a current Civil Service eligible list and presently hold a permanent competitive civil service title.

INTERESTED PARTIES SHOULD SUBMIT AN APPLICATION IN WRITING TO:

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

Vacancy will be posted for (5) workdays and deadline is February 1, 2019. This notice is to be posted in all job units and at each time clock location.

January 25, 2019

"Inspiring, Challenging, Achieving"

JOB DESCRIPTION

2019

3.2

1 of 2

TITLE: CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS:

The work involves the performance of standardized clerical tasks such as routine typing. Work is performed under the direct supervision of a higher-ranking employee, who gives detailed instructions of new assignments and practices. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Types forms, form letters, time sheets, records, reports, index cards, and similar materials;
2. Transcribes dictaphone cylinders and longhand copy;
3. Collects money and accounts for monies received;
4. Addresses envelopes on a typewriter;
5. Answers telephone, takes messages, relays information directly or over intercommunication system;
6. Assists in the preparation of time sheets.
7. Sorts correspondence, vouchers and similar materials;
8. Makes and checks grammar and arithmetical computations;
9. Files correspondence, memoranda, reports and other materials;
10. Acts as receptionist, directing callers to the proper person or office; and gives information of a routine nature;
11. Operates a copier, adding or other office machine;
12. Indexes materials;
13. Processes department purchase orders and tracks purchases;
14. Maintains supplies inventory;
15. Computer skills required, including experience in Office Word, Excel, and email.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology procedures, and equipment; working knowledge of business arithmetic and English; ability to type from clear copy or rough draft at a reasonable rate of speed; ability to understand and follow oral and written instructions; ability to write legibly; clerical aptitude; mental alertness; neatness; tact and courtesy; physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations.

JOB DESCRIPTION	2019	3.2
		2 of 2

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing.

NOTE: Office clerical experience, including typing, may be substituted for the high school requirement on a year for year basis.

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