



# DEPEW UNION FREE SCHOOL DISTRICT

DISTRICT OFFICES  
5201 S. Transit Road  
Depew, New York 14043-4335  
[www.depewschools.org](http://www.depewschools.org)

Hank Stopinski, Ed.D.  
Superintendent of Schools  
(716) 686-5105  
Fax (716) 686-5101

## CSEA JOB POSTING NOTICE OF VACANCY

**TITLE:** CLERK TYPIST – FULL-TIME  
(12 month position)

**LOCATION:** Depew High School

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

**SALARY:** \$14.22 per hour

**ANTICIPATED  
START DATE:** As soon as possible

**JOB DESCRIPTION:** See Attached

### INTERESTED PARTIES SHOULD SUBMIT AN APPLICATION IN WRITING TO:

Hank Stopinski, Ed.D., Superintendent of Schools  
DEPEW UNION FREE SCHOOL DISTRICT  
5201 S. Transit Road  
Depew, New York 14043

Vacancy will be posted and the deadline is August 3, 2023. This notice is to be posted in all job units and at each time clock location.

July 20, 2023

# JOB DESCRIPTION

## **TITLE: CLERK-TYPIST**

### **Skills and Knowledge:**

The work involves the performance of typing and varied duties of a moderately difficult nature. Knowledge of the various computer programs such as Google, Microsoft Office and/or the ability to learn new programs. Work is performed under the general or direct supervision of a higher ranking employee, depending on the nature of the assignment.

Good knowledge of office terminology, procedures and computer skills; 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.

### **TYPICAL WORK ACTIVITIES:**

1. Record and maintain student attendance information;
2. Responsible for grade reporting;
3. Type letters, reports, requisitions, and other materials;
4. File documents and correspondence;
5. Assembles a variety of data from office records for incorporation into various reports;
6. Ordering of supplies and materials and the creation of purchase orders;
7. Assists in proofreading typewritten and printed material;
8. Answers telephone, gives routine information to the public and makes appointments for counselors;