DEPEW UNION FREE SCHOOL DISTRICT

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

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Superintendent of Schools
(716) 686-5105
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(716) 686-5129
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Business Administrator
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CSEA JOB POSTING

NOTICE OF VACANCY

TITLE:	**CLERK TYPIST – FULL-TIME** **(12 month position)**
LOCATION:	Middle School Office/Special Education Office
HOURS:	7:30 A.M. – 3:30 P.M. Monday - Friday
SALARY:	As per CSEA contract - see Appendix B1
ANTICIPATED START DATE:	TBD
JOB DESCRIPTION:	See Attached
MINIMUM QUALIFICATIONS:	Must hold Civil Service Title – see attached

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 and the deadline is August 5, 2020. This notice is to be posted in all job units and at each time clock location.

July 23, 2020

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 PowerSchool, Google Apps for Education, 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; organizational skills; tact and courtesy; physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations.

TYPICAL WORK ACTIVITIES FOR DEPEW MIDDLE SCHOOL MAIN OFFICE:

1. Greets visitors, students and staff to the main office and provide needed information;
2. Type letters, reports, and other materials;
3. Responsible for discipline letters, and data input;
4. Responsible for field trip and character education paperwork;
5. Responsible for home instruction assignments as needed;
6. Responsible for automated messaging for Depew Middle School as needed;
7. File documents and correspondence;
8. Responsible for mass mailings;
9. Responsible for receiving and disbursing external and interoffice mail, along with shipping and deliveries on a daily basis;
10. Responsible for sending in orders to the print shop and disbursing appropriately when returned;
11. Search, locate and/or store records;
12. Assists in proofreading typewritten and printed material;
13. Answers telephone, gives routine information to the public and makes appointments for administration;
14. Addresses other duties as requested by administration.

TYPICAL WORK ACTIVITIES FOR DEPEW SPECIAL EDUCATION OFFICE:

1. Responsible for input of IEP information and facilitation of the CSE notification process for Depew Middle School, BOCES, and Private agency students as follows:
    a. type CSE meeting minutes
    b. create agendas for meetings
    c. generate parent letters informing them of upcoming meetings/consent
    d. type BOE approval letters
    e. request prescriptions for students receiving OT and PT
    f. contact parents regarding their attendance at CSE/CPSE meetings
2. Communicate with the transportation department regarding special transportation needs of new students and summer school students;
3. Maintain discipline log in IEP Direct and in student file;
4. Transfer recordings of CSE meetings from recorder into shared drive;
5. Complete transfer in and exit paperwork for all Middle School, BOCES, and Private agency students;
6. Responsible for filing, copying, shredding as needed.