

WINDSOR CENTRAL SCHOOL DISTRICT NOTICE OF VACANCY

DATE: January 25, 2012

POSITION: Senior Typist – Windsor High School
7.5/hours per day - 234 days/year

JOB DESCRIPTION:

- Responsible for the accurate performance of a wide variety of clerical duties which require specialized knowledge of District policies and building procedures. The work is performed under general supervision in accordance with established routines.
- Work includes, but is not limited to, typing letters, memoranda and forms, processing payroll information, purchase requisitions, purchase orders, and invoices. Sorts, indexes, and files materials. Sorts and distributes mail, answers telephones, takes messages, makes appointments and acts as receptionist for building.
- Maintains supplies, inventory records, budget information and discipline records.
- Operates office equipment, including computers, copying, and fax machines.
- Performs all other duties as assigned.

REQUIREMENTS:

High School graduate or equivalent - supplemental course in typing, or equivalent combination of experience and training in same.

Above average ability in typing, clerical aptitude, knowledge of office terminology, procedures and equipment. Proficiency in reading, writing and speaking. Strong degree of confidentiality.

CIVIL SERVICE RATING:

Senior Typist - Competitive Class

Inquiries concerning this position should be made to Mr. Andrew Fiorentino, Asst. Superintendent for Business and Administration, 655-8213, or Mr. Jeff Salasny, High School Principal, 655-8250, by January 30, 2012.