

WATKINS GLEN CENTRAL SCHOOL DISTRICT

303 12th Street
Watkins Glen, NY 14891



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School Business Administrator
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NOTICE OF VACANCY

June 2022

4 - Senior Keyboard Specialists - 12-month

Salary: TBD, per contract

Starting: As soon as possible

Deadline to apply: Friday, June 24, 2022

This is a Civil Service competitive position – successful candidate will need to take exam at a later date and be reachable on the list to gain permanency in the position.

MINIMUM QUALIFICATIONS: A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in secretarial science or a closely related field; or B. Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience which involved the operation of a typewriter or computer for word processing and database or spreadsheet application; or C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

PLEASE NOTE Clerical experience is defined as activities involving the performance of routine office tasks, such as keeping of records & accounts, correspondence, recording/entering & retrieving data and/or information or i.e. filing, answering phones, typing correspondence, and using modern computer software. This experience should be the primary function of the job and not incidental.

Interested candidates should respond to Schuyler County Civil Service

New York State Education Department fingerprinting required.