



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

JOB OPENING

Keyboard Specialist Department of Social Services

LAST DATE TO FILE: Applications accepted until position is filled **SALARY:** \$14.53k/hr with excellent benefits

VACANCY: At the present time, there is one full time, 35 hour per week, **contingent provisional** opening in the Schuyler County Social Services Department. (This position is being filled on a contingent basis because the previous incumbent has encumbered the position. This means that the previous incumbent has a right to go back to this position if permanent status is not achieved in the new position.) **The individual hired will need to take a Civil Service test at a later date, and be reachable on the list to gain permanency in the position.**

HOW TO APPLY: Applicants must submit a Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. Applications **WILL NOT** be accepted via email or fax. You may include a resume with your application; however, **you may NOT substitute "See Resume"** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of the application. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of standardized clerical tasks; independently performs routine typing/word processing and clerical work and/or assists in performing more difficult and responsible clerical work such as the operation of a personal computer for the entry and retrieval of information using software to produce printed material such as letters, memoranda and forms. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments; employees must occasionally exercise independent judgment in applying them to specific cases. Work is reviewed by direct observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and organizes work to be processed determining document format;
Prepares correspondence, documents, records and other written material in final or draft form using handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material;
Proofreads and corrects work producing accurate, clean and complete prepared copy;
Prepares, stores and retrieves lists and documents;
Obtains routine information from the general public/clients for program purposes and explains well established program procedures;
Answers telephone and gives out routine information;
Updates and stores department forms on a computer or word processor;
Orders office supplies and maintains inventory of supplies and equipment;
Sorts, date stamps and distributes mail and packages;
Performs routine equipment maintenance tasks;
Serves as receptionist and greets clients and/or visitors;

Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;
Schedules meetings and appointments;
May collect fees and account for monies received;
May copy, scan, indexing on-site scanning;
May prepare and maintain time records and payroll data.

MINIMUM QUALIFICATIONS: Either

- A. Graduation from high school or possession of a high school equivalency diploma which shall have included or been supplemented by a course in keyboarding; or
- B. One year of clerical experience which shall have included the full-time or substantial part-time use of keyboarding equipment.

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.

Applications and announcements are available at www.schuylercounty.us or the
Schuyler County Civil Service Office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

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