

Watkins Glen Central School District
303 12th Street
Watkins Glen, NY 14891

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Business Manager
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NOTICE OF VACANCY

April 2020

(2) Senior Keyboard Specialist positions
1 position is 10-month and 1 position is 12-month
Salary: \$14.00/hr
Starting: July 1, 2020

This is a Civil Service competitive position. A Civil Service test will be required at a later date.

HOW TO APPLY: Applicants must submit a Civil Service “Application for Employment and/or Examination” to **Schuyler County Civil Service office at 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190**. 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 written examination. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

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.