



Village of Watkins Glen
303 N. Franklin Street
Watkins Glen, NY 14891
607-535-2736

Job Opening
Keyboard Specialist
Village of Watkins Glen

LAST DATE TO FILE: Applications accepted until vacancy is filled.

SALARY: \$14/hr.

HOW TO APPLY: Interested candidates must submit an original Civil Service “Application for Employment and/or Examination” to **Schuyler County Civil Service office**, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. **Faxed or emailed applications will not be accepted.**

VACANCY: At the present time, there is one full time opening with the Village of Watkins Glen. This is a competitive title; therefore, the person hired will need to take a Civil Service exam at a later date and be reachable on the list to gain permanency in the position.

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 application.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the performance of standardized clerical tasks and 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. 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.

PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTIC:

Working knowledge of office terminology, procedures and equipment;
Working knowledge of business arithmetic and English;
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;
Ability to set up appropriate forms, charts and other tabular listings;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to understand and follow oral and written instructions;
Ability to maintain neat and legible records;
Tact and courtesy;
Physical condition commensurate with the demands of the position.

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

Date Issued: July 17, 2020