

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

Gregory K. Kelahan
Superintendent of Schools
(607) 535-3220
(607) 535-4629 – fax



Amy Howell
Business Manager
(607) 535-3219
(607) 535 4629 - fax

NOTICE OF VACANCY

April 2021

Senior Keyboard Specialist
12-month position
Salary: \$14.00/hr
Starting: As soon as possible

This is a Civil Service competitive 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
105 9th Street, Unit #21 Watkins Glen, NY 14891
(607) 535-8190

"Watkins Glen: From Ingenuity Comes Triumph"