



## NOTICE OF VACANCY

**Title of Position** Anticipated Vacancy - Senior Keyboard Specialist – 10-month

**Abbreviated Job Description** Please find the full job description at the link below:  
[SECRETARY I \(schuylercounty.us\)](https://www.schuylercounty.us)

**Posting Window** Applications accepted on an ongoing basis

**Anticipated Start Date** Upon successful completion of review of qualifications, a successful interview, and the approval of the Board of Education

**Required Qualifications**

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 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

**INSPIRE | PREPARE | ENGAGE**

**WATKINS GLEN CENTRAL SCHOOL DISTRICT**  
303 12<sup>th</sup> Street, Watkins Glen New York 14891  
(607)535-3220



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.

**Salary** \$16.75/hr.

All candidates should apply at Schuyler County Civil Service

**More Info**

New York State Education Department fingerprinting required

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

**INSPIRE | PREPARE | ENGAGE**

**WATKINS GLEN CENTRAL SCHOOL DISTRICT**  
303 12<sup>th</sup> Street, Watkins Glen New York 14891  
(607)535-3220

