

FALLSBURG CENTRAL SCHOOL DISTRICT

Ivan Katz, Ed. D., Superintendent of Schools

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Fallsburg, NY 12733

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ANNOUNCEMENT OF VACANCY

- POSITION:** Typist – Temporary
- AVAILABLE:** March 2019
- QUALIFICATIONS:** Knowledgeable in general office procedure skills, typing and telephone.
- DUTIES:** Duties may include: operating a personal computer and other office machinery or equipment. Enters and retrieves information using computer database/spreadsheet software. Work is primarily of routine nature and involves the performance of standardized clerical and typing tasks. The work involves keyboarding. Although detailed instructions are given for new or difficult assignments and practices are rather definitely fixed and employee must occasionally exercise independent judgment in applying them to specific cases. Types reports, envelopes and/or correspondence; proofreads letters; answers telephone, takes messages and makes appointments; sorts correspondence, vouchers and similar materials; makes and checks routine arithmetical computations; directing callers to the proper person or office and gives information of a routine nature; maintains records and prepares simple reports. Assist with District-wide clerical functions and other duties assigned by building administration.
- REPORTS TO:** High School Administration
- WORKS WITH:** Administrators, staff, community members
- APPOINTMENT:** Will be made at a Board meeting after recommendations are received by the Superintendent of Schools.
- SALARY:** As per SRP contract, pro-rated, pending negotiations
- APPLICATIONS:** Interested candidates should send their resume and cover letter to Sarah Satz, District Clerk. Applications will be accepted until February 19, 2019.

To comply with Federal laws (including Title IX of Education Amendments of 1972) and Section 504 of the Rehabilitation Act of 1973 and the amendments of 1974, state laws, the State Department of Education regulations concerning equal rights and opportunities and to assure their implementation, the Fallsburg Central School District declares itself to be an equal opportunity education institution and will not discriminate on the basis of race, color, natural origin, creed, religion, marital status, sex, age, sexual orientation, handicap predisposing genetic characteristic or limited English proficiency in its activities, programs or employment practices.

RELEASE DATE: 2/8/2019