

ODESSA-MONTOUR CENTRAL SCHOOL DISTRICT
~ C.S.E.A. JOB POSTING ~

SENIOR KEYBOARD SPECIALIST

QUALIFICATIONS: Either:

- 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.

PROMOTION: One year of permanent competitive class status in a lower level clerical title such as Typist, Account Clerk Typist, Library Clerk.

LOCATION: Odessa-Montour Junior/Senior High School
Special Programs Office

RATE OF PAY: \$10.75 per hour

HOURS: 12-month Position, 8.0 hours/day

AVAILABLE: Immediately

DEADLINE: 7/31/17

DATED: 6/7/17

APPLICATION PROCEDURE: Internal candidates please submit a letter of interest to the District Office.

For a detailed job description, please contact the Odessa-Montour District Office.

Distribution:

Roni Lewis, B.C. Cate Elementary School Principal
Rob Francischelli, H.A. Hanlon Elementary School Principal
Skip McCarty, Odessa-Montour Junior/Senior High School Principal

Pat Carlisle, CSEA

Guidance Office

Junior/Senior High School

H.A. Hanlon Elementary School

B.C. Cate Elementary School

Schuyler County Civil Service