

MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

ANTICIPATED VACANCY - JOB POSTING

POSTING DATE: May 11, 2021

POSITION: Typist 1.0 (Full time) –Elementary School Main Office Secretary

(2 Positions)

SALARY: Per contract

CLASSIFICATION REQUIREMENTS:

Civil Service Approved Typist

Fingerprint Clearance

GENERAL JOB DESCRIPTION:

- Main reception for MPS and District Offices, knowledge of Raptor system
- Daily phone communication
- Log student bus and dismissal notes, oversee end of day dismissal
- Staff daily attendance
- Secure subs for CSE, IST and other school events/meetings as needed
- Morning announcements and pledge with students
- Maintain all inventory and ordering for office and building
- Input all requisitions using nVision and check in all packages
- Assist with Kindergarten registration and screening
- Type and copy various correspondence for parents
- Schedule all school events
- Maintain petty cash
- Maintain building fire drill report
- Other duties as assigned; including other departments/offices

APPLICATION PROCEDURE:

Complete a Phelps Clifton Springs CSD application via the <u>Job Board</u>

Apply online on the Ontario County Civil Service Employment Portal: https://ontario-portal.mycivilservice.com/jobopps

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Application Deadline May 25, 2021

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Michele Robinette, compliance officer/coordinator, at mrobinette@midlakes.org. Mrs. Robinette can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).