



# 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 [Job Board](#)

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

Application Deadline May 25, 2021