

Naples Central School - NOTICE OF ANTICIPATED JOB OPENING

Date: March 7, 2023

Position: Account Clerk / Typist

Number of Positions: One – 40 hours per week; Hours are 7:30 a.m. – 3:30 p.m.; 12-month position

Salary: \$17.28/hour - \$20.76/hour Dependent on Experience

Benefits: Benefits Include Health Insurance; Vacation, Sick and Personal Time

Anticipated Start Date: May 1, 2023

General Job Requirements: Applicant must have excellent Interpersonal Communication, Phone, Typing, Computer and Filing Skills, and be proficient in Microsoft Word and Excel;

Account Clerk-Typist Minimum Qualifications: Either:

1. Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience responsible for maintaining financial accounts and records; or
2. Two years clerical experience as described in (1) above; or
3. An equivalent combination of training and experience as described above.

NOTE: Completion of one year of college with study in accounting, secretarial science, office technologies or business administration may be substituted for the one year of required experience as noted in number (1) above.

**As required by Ontario County Department of Personnel,
because this position is classified as Competitive under Civil Service Regulations,
Candidates to be considered must be willing to take the Continuous Recruitment Examination
for Account Clerk-Typist/Finance Clerk 1, Exam # 44-CONT, on April 19, 2023.**

Application Procedure: Go to www.naplescsd.org; look under the District Tab; Job Opportunities; You will find the links to the **Ontario County Civil Service Exam Application** and the **NCS Support Staff Application** included in the job posting for the Account Clerk / Typist position.

*There are **TWO** parts to the application procedure:*

- 1. Apply for the Account Clerk Typist Exam** on the Ontario County website **by Wednesday, April 5, 2023.**
Applications for the exam must be submitted by April 5, 2023, the 1st Wednesday of the month.
The examination will be given on April 19, 2023, the 3rd Wednesday of the month.

Go to the Exam Announcements page at <https://ontario-portal.mycivilservice.com/exams>;
Under Continuous Recruitment Examinations find **Exam # 44-CONT** for *Account Clerk-Typist/Finance Clerk* and apply.

- 2. Submit your completed [NCS Employment Application](#) by Wednesday, March 22, 2023 to:**

Submit by Mail to: Naples Central School
136 North Main Street
Naples, NY 14512
Attention: Katherine Piedici, Director of Pupil Personnel

Application must be made by Wednesday, March 22, 2023

The Naples Central School District offers employment opportunities without regard to sex, race, color, national origin or handicap.
Inquiries regarding this nondiscrimination policy may be directed to:
Title IX Coordinator, c/o Naples Central School, 136 North Main Street, Naples, NY 14512.