



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

CONTINUOUS - JOB POSTING

POSTING DATE: October 11, 2023
POSITION: Substitute Typist
SALARY: \$15.00 per hour
Hours: 7.75 hours daily, as needed

CLASSIFICATION REQUIREMENTS:

- Civil Service Approved Typist
- Fingerprint Clearance

GENERAL JOB DESCRIPTION:

- Process data to complete various records or documents;
- Type form letters;
- Act as receptionist;
- Obtain routine information from parent/guardians for program purposes and explain established program policies and procedures;
- Sort and distribute mail;
- Type and maintain various types of records;
- File correspondence, memoranda, reports, and other materials;
- Operate various office machines – copier, printer, fax, etc.;
- Index materials and perform simple record keeping tasks;
- Maintain a variety of filing systems based on alphabetic, numeric and/or chronological methods in traditional paper-based or in modern electric format;
- Other duties as assigned by supervisor.

APPLICATION PROCEDURE: Complete a Phelps Clifton Springs CSD application via the [Job Board](#)

and

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

APPLICATION DEADLINE: Applications will be accepted continuously throughout the 2023-2024 school year.

The classification requirements and general job description are presented herein only for illustrative purposes and do not reflect the entirety of the classification requirements and job description required for the position.

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).