



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

ANTICIPATED - JOB POSTING

POSTING DATE: September 26, 2024
POSITION: Part-Time Typist – Transportation Department
HOURS: 3.5 hours per day
SALARY: Starting at \$14,102.10 per year

CLASSIFICATION REQUIREMENTS:

- High School Diploma or GED
- Must meet Civil Service requirements
- NYSED Fingerprint Clearance

GENERAL JOB DESCRIPTION:

- Provide clerical assistance to the Director of Transportation;
- Maintain confidentiality;
- Demonstrate excellent written and verbal communication skills;
- Demonstrate the ability to work effectively with colleagues and families;
- Successful experience in working as part of a team;
- Input requisitions using nVision/Ed-Data for the Transportation Department;
- Maintain office supply inventory and place order(s) for office/department;
- Answer phones and communicate with district buildings/departments daily;
- Process employee timesheets/payroll;
- Assist in scheduling for the department, ensuring smooth operations;
- File paperwork and maintain departmental records;
- Type and copy various correspondence to parent(s)/guardian(s);
- Other duties as assigned by the Director of Transportation.

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: October 10, 2024

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: Jeffrey Hamelinck, compliance officer/coordinator, at jhamelinck@midlakes.org. Mr. Hamelinck 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).