



# MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

## ANTICIPATED - JOB POSTING

**POSTING DATE:** November 19, 2024  
**POSITION:** Typist, Full-time – Secondary School  
**SALARY:** Starting at \$31,776.00 per year  
**EFFECTIVE DATE:** December 9, 2024

**CLASSIFICATION REQUIREMENTS:**

- Civil Service Approved Typist
- High School Diploma or GED
- Fingerprint Clearance

**GENERAL JOB DESCRIPTION:**

- Main reception for Midlakes Secondary School, knowledge of Raptor System;
- Daily phone communication;
- Staff daily attendance;
- Secure substitute(s) for CSE, IST, and other school events/meetings, as needed;
- Type and copy various correspondence for parents;
- Assist with planning and scheduling of school events;
- Treasurer for Extra Classroom Activities;
- Other duties as assigned by building Principal/Assistant Principal(s).

**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:** December 6, 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](mailto: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).