



# MIDLAKES DISTRICT OFFICE

## PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

Candidates will be initially appointed on a provisional basis pending a civil service exam to be held later or approval of title for all civil divisions under the NYS HELPS Program.

### ANTICIPATED - JOB POSTING

<b>POSTING DATE:</b>	February 9, 2026
<b>POSITION:</b>	Full-time Typist – Elementary School
<b>HOURS:</b>	7.75 hours daily (7:30 a.m. – 3:45 p.m.)
<b>SALARY:</b>	Starting at \$32,004.00 per year
<b>CLASSIFICATION REQUIREMENTS:</b>	<ul style="list-style-type: none"><li>▪ High School Diploma or GED</li><li>▪ Must meet Civil Service requirements</li><li>▪ NYSED Fingerprint Clearance</li></ul>
<b>GENERAL JOB DESCRIPTION:</b>	<ul style="list-style-type: none"><li>▪ Main reception for Midlakes Elementary School and District Offices, knowledge of Raptor system;</li><li>▪ Daily phone communication;</li><li>▪ Log student bus and dismissal notes, oversee end of day dismissal;</li><li>▪ Staff daily attendance;</li><li>▪ Secure substitutes(s) for CSE, IST, and other school events/meetings as needed;</li><li>▪ Maintain all inventory and ordering for office and building;</li><li>▪ Input all requisitions using nVision and check in all packages</li><li>▪ Assist with Kindergarten registration and screening</li><li>▪ Type and copy various correspondence for parents;</li><li>▪ Schedule all school events</li><li>▪ Maintain petty cash</li><li>▪ Maintain building fire drill report</li><li>▪ Other duties as assigned by building Principal/Assistant Principal(s).</li></ul>
<b>APPLICATION PROCEDURE:</b>	Complete a Phelps Clifton Springs CSD application via the <a href="#">Job Board</a> and Apply online on the Ontario County Civil Service Employment Portal: <a href="https://ontario-portal.mycivilservice.com/jobopps">https://ontario-portal.mycivilservice.com/jobopps</a>
<b>APPLICATION DEADLINE:</b>	February 24, 2026

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/coordinate, 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).