



# MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

## ANTICIPATED - JOB POSTING

<b>POSTING DATE:</b>	April 29, 2026
<b>POSITION:</b>	Full-time Typist – Secondary Pupil Support Office
<b>HOURS:</b>	7.75 hours daily
<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>▪ Oversee SchoolTool functions, including updates, annual rollover, scheduling and related tasks;</li> <li>▪ Manage Central Registration for the district, ensuring accurate enrollment and student records;</li> <li>▪ Oversee secondary school grading processes to ensure accuracy;</li> <li>▪ Process and fulfill transcript requests in a timely and confidential manner;</li> <li>▪ Coordinate Advance Placement (AP) exam administration;</li> <li>▪ Manage Regents exam ordering and scanning;</li> <li>▪ Prepare and distribute report cards and progress reports;</li> <li>▪ Produce and monitor student failure reports, communicate findings as needed;</li> <li>▪ Maintain inventory and prepare/process office purchase orders;</li> <li>▪ Coordinate local scholarship information, applications, and deadlines;</li> <li>▪ Issue working papers to eligible students in compliance with state regulations;</li> <li>▪ Assist student(s) with Selective Service registration;</li> <li>▪ Greet Visitors, answer incoming phone calls, and prepare correspondence and communications;</li> <li>▪ Other duties as assigned by building Principal/Assistant Principal(s).</li> </ul>
<b>APPLICATION PROCEDURE:</b>	<p>Complete a Phelps Clifton Springs CSD application via the <a href="#">Job Board</a> and</p> <p>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></p>
<b>APPLICATION DEADLINE:</b>	May 29, 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/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).