



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

ANTICIPATED - JOB POSTING

Under the NY HELP Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELP Program, please visit <https://www.cs.ny.gov/help/faq.cfm>.

POSTING DATE:	July 10, 2026
POSITION:	Full-time Typist – Elementary School
HOURS:	7.75 hours daily (7:30 a.m. – 3:45 p.m.)
SALARY:	Starting at \$32,684.00 per year
CLASSIFICATION REQUIREMENTS:	▪ High School Diploma or GED ▪ Must meet Civil Service requirements ▪ NYSED Fingerprint Clearance
GENERAL JOB DESCRIPTION:	▪ Main reception for Midlakes Elementary School and District Offices, knowledge of Raptor system; ▪ Daily phone communication; ▪ Log student bus and dismissal notes, oversee end of day dismissal; ▪ Staff daily attendance; ▪ Secure substitutes(s) for CSE, IST, and other school events/meetings as needed; ▪ Maintain all inventory and ordering for office and building; ▪ Input all requisitions using nVision and check in all packages ▪ Assist with Kindergarten registration and screening ▪ Type and copy various correspondence for parents; ▪ Schedule all school events ▪ Maintain petty cash ▪ Maintain building fire drill report ▪ 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:	July 27, 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. 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).