



Mr. Stephen Parker Zielinski, Superintendent
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June 11, 2019

VACANCY
Typist

Position: CSE Office Secretary (12-months)
Civil Service Title: Typist
Deadline to Apply: **June 25, 2019**
Location: CSE Office
Salary: Competitive per contact

Qualifications:

- Must take Seneca County Civil Service Typist test and score in the top three
- successful experience as an office secretary, preferably in a public school setting or a busy office;
- creative, collaborative problem solver;
- evidence of effective clerical skills, including use of word processor and data bases (MicroSoft Word, Excel);
- excellent communication and organizational skills;
- positive, professional attitude and work ethic, friendly, welcoming;
- ability to work well with all members of the school community.

Seneca County Civil Service online application process:

<https://seneca-portal.mycivilservice.com/>

1. Create user id and password if you do not already have one.
2. Locate the TYPIST title under the Continuous Recruitment section and click the orange Apply Button.
3. Review qualifications and provide descriptive details to show how you meet this criterion. (Vagueness will not be interpreted in an applicant's favor.)
4. Attach your resume, letter of interest and completed support staff information sheet. The staff information sheet is located at <http://www.southseneca.org/districtpage.cfm?pageid=780> . **Please also mail these items to Stacey Clark, Director of Special Programs; South Seneca Central School District; 8326 Main Street; Interlaken, New York 14847.**
5. Pay the \$5 fee.

*Successful candidates will be contacted for an interview.

*Substitutes or applicants looking for a permanent position when it opens can submit their application anytime under "Job Bank". Indicate which school district you are interested in and if you would like to substitute and/or be considered for full or part time permanent openings

South Seneca Central School District shall not discriminate against any person in hiring practices; or in terms, conditions, or benefits of employment or in classroom experience because of race, creed, religion, Gender, national origin, age, disability, political affiliation, marital status, or sexual orientation.