

Waterloo Central School District

Human Resources



VACANCY ANNOUNCEMENT

Posting: August 11, 2023 to August 25, 2023

POSITION: *Anticipated School Secretary 1 for the Assistant Superintendent of Curriculum and Instruction*

DATES/HOURS: 12 Month position, 7.5 hours/day

DESCRIPTION OF DUTIES: Under the general supervision of the Assistant Superintendent of Instruction and Curriculum the School Secretary 1 will assist with general office management for the District Office, including assisting with student registration, homeschooling reports, managing professional development for staff and other duties as assigned. The secretary will need to use judgment and experience in making decisions in accordance with established policies and procedures; have clerical accuracy; good communication and people skills.

QUALIFICATIONS: Graduation from High School or possession of a High School Equivalency diploma and two years of clerical experience which shall have involved typing and **be reachable on the Seneca County Civil Service Senior Typist List.**

SALARY: Minimum \$17.00/Hour, plus FREE HEALTH INSURANCE per current WNIEA Contract of agreement

APPLICATION PROCEDURE: Please apply online via Seneca County Civil Service:
<https://seneca-portal.mycivilservice.com> Please make sure to choose Waterloo School as the municipality you are applying for.
Any questions regarding this position may be directed to Holly Leone, Human Resource Specialist,
315.539.5590 or holly.leone@waterloocsd.org.

SUBJECT OF EXAMINATION: The written test is designed to test knowledge, skills and/or abilities in such areas as: **1. SPELLING:** These questions test for the ability to spell words that are used in written business communications. **2. GRAMMAR, USAGE, PUNCTUATION:** The

grammar and usage questions test for the ability to apply the basic rules of grammar and usage. The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences. **3. KEYBOARDING PRACTICES:** These questions test for a knowledge of preferred practices in such areas as letter format, capitalization, hyphenation, plurals, possessives, word division, word and figure style for numbers, and common proofreading marks. In additions, you will be given a passage to proofread and asked questions about how to correct the errors in the passage. **4. OFFICE RECORD KEEPING:** These questions evaluate your ability to perform common office record keeping tasks. The test consists of two or more “sets” of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **5. OFFICE PRACTICES:** These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which stenographers, typists and secretaries encounter in their work, as well as a knowledge of efficient and effective methods used to accomplish office tasks. The questions will cover such topics as planning work flow, setting priorities, dealing effectively with staff, visitors and callers, filing and retrieving information, safeguarding confidentiality; using office equipment, and making procedural decisions and recommendations which contribute to a well-managed office

Waterloo School District is in compliance with the United States Civil Rights Act of 1964 and the Title IX Educational Amendment of 1972, Part 86, and Section 504 of the Rehabilitation Act of 1973. The School District provides equal employment opportunity to all individuals and does not discriminate on the basis of race, color, creed, national origin, disability, marital status, sexual orientation, gender, military/veteran status, genetic status, prior criminal record, or victim of domestic violence.