

**WHITESBORO CENTRAL SCHOOL DISTRICT
NOTICE OF ANTICIPATED VACANCY**

POSITION:	Senior Office Specialist I
LOCATION:	Deerfield Elementary School
HOURS:	8:00 a.m. – 4:00 p.m. 11 month position
RATE OF PAY:	Grade 8 Salary commensurate with experience.
STARTING DATE:	ASAP
MINIMUM QUALIFICATIONS:	<ol style="list-style-type: none">1. Graduation from a regionally accredited or New York State registered college, business college, or secretarial school with an Associate's Degree in secretarial science, office management, office technologies, word processing, business administration, business management, communications or a related field: OR2. Graduation from high school or possession of a high school equivalency diploma; and two (2) years of full-time clerical experience in the performance of office and clerical tasks, which shall have involved typing/keyboarding; and3. Computer literate. Knowledge of word processing and simple spreadsheet operations. Ability to pass a typing/keyboarding performance test at 35 wpm.
DISTINGUISHING FEATURES OF THE CLASS:	The work of this class involves the performance of moderately difficult clerical and office tasks requiring the exercise of independent judgment. Duties in this class will involve both public contact and work of a confidential nature. An employee in this class may supervise the work of others. Does related work as required.

PRINCIPLE DUTIES:

(Illustrative Only)

1. Prepares and reviews work assignments of lower level staff;
2. Prepares accounts, reports and other departmental documents for completeness, accuracy and conformity with established procedures;
3. Types, sorts, processes and files correspondence, forms, rosters, payrolls, bills, invoices, vouchers, records, purchase orders, catalog cards, reports, index cards, memoranda, clinic reports, and other material;
4. Operates various office equipment;
5. Answers telephone, takes messages, and furnishes routine information;
6. Receives, sorts and processes mail;
7. Orders, inventories and issues supplies;
8. Prepares file folders containing office documents;
9. Receives, greets and provides information and assistance to the general public;
10. May receive and investigate consumer complaints, and assists in finding the best possible solution for the consumer;
11. May direct clerical operations of office and supervise clerical staff.
12. Will be required to sit for the Senior Office Specialist I Civil Service exam and receive a passing grade or currently hold the title.

APPLY TO:

Terra Stone
Assistant Director of Personnel
Whitesboro Administration Building
65 Oriskany Boulevard, Suite 1
Whitesboro, NY 13492
(315) 266-3319
tstone@wboro.org

DATED:

June 21, 2025



Civil Service Applications

Non-instructional applicants can submit a Civil Service application by using the Oneida County Personnel Department's Online Application Portal.

Go to <https://oneida-portal.mycivilservice.com> to access the Online Application Portal.

Using the navigation menu at the top of the page, click on "Other Opportunities"

Find Whitesboro Central School in the list, and click "Apply."

Please contact Human Resources at 315-266-3319 with any questions or for more information.