ONTEORA
CENTRAL SCHOOL DISTRICT

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www.onteora.k12.ny.us

ANTICIPATED VACANCY

The Onteora Central School District is seeking a full-time (37.5-hour/week) 10-month Typist for the Middle/High School Building. Please view the attached job description.

Typical work hours are from 7:00 am – 3:00 pm

This position is part of the Onteora Non-Teaching Employees Association bargaining unit.

POSTING DATE: April 29, 2026

Appointment Status: 1.0 FTE 10-Month Typist, 37.5-hour work week

Salary: $28,267.00 - $34,982.00

Start Date: September 3, 2026

Closing Date: Apply by May 18, 2026

Instructions to Apply: Applications can be found at www.onteora.k12.ny.us/departments/human-resources or can be picked up at Central Administration. Please submit applications by May 18, 2026 to Amanda Gates agates@onteora.k12.ny.us in Central Administration.

To be considered, the candidate must currently hold the Typist title through Ulster County Civil Service.

Monica LaClair, Assistant Superintendent for Business

The Onteora Central School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The District's Title IX Coordinator is Stephanie Laffin, Assistant Superintendent for Curriculum and Instruction, 4166 Route 28, Boiceville, NY 12412, email: TitleIX@onteora.k12.ny.us. The contact information for OCR is found here. The District's Nondiscrimination Policy 6120 and grievance procedure are available in the Onteora School District Policy Manual. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please send an email to TitleIX@onteora.k12.ny.us. You may also refer to Policy 3420, Policy 3421, and Policy 3421.1 which can also be found in the District's Policy Manual.

TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of routine clerical tasks. A significant portion of the work involves typing. The work is carried out in accordance with established procedures and involves entry level office duties which provide support to the function of a municipal department or agency. The class differs from that of Clerk in that Clerk does not perform significant typing duties. Depending on assignment, work is performed under the general or direct supervision of a higher-level employee. Detailed instructions are given for new or difficult assignments. Work is checked by observation and periodic review. Supervision over the work of others is not normally a responsibility of the class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Types forms, letters, payrolls, bills, vouchers, records, catalog cards, reports, statistical reports, index cards, envelopes and similar materials;

May utilize electronic data processing equipment in the course of carrying out various clerical duties;

May transcribe Dictaphone cylinders and long hand copy;

Acts as receptionist, directing callers to the proper person or office and provides information of a routine nature;

Answers telephone, takes messages and makes appointments;

Sorts correspondence, vouchers and similar materials;

Files correspondence, memoranda, reports and other materials;

Operates a photocopy machine, adding machine or other office machines;

Maintains records and prepares simple reports;

Collects money and accounts for monies received;

Makes and checks routine arithmetic computations;

Pastes book plates, pockets and date slips in books;

Indexes materials;

Assists in taking inventories and may maintain inventory records;

When employed by a School District:

May occasionally assist in supervising recreation, lunch periods, study halls, etc.;

May occasionally assist teaching or other professional staff by providing limited assistance to students.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type from clear copy or rough draft at an acceptable rate of speed; ability to understand and follow oral and written directions; ability to exercise good judgment in communicating with others; ability to get along well with others; ability to write legibly and keep accurate records; clerical aptitude; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Successful completion of the eighth grade in school; or its' equivalent.

ULSTER COUNTY
7460 TYPIST
Classification: Competitive
7462 TYPIST PT
Classification: Non-Competitive
7464 TYP HLP
Classification: Non-Competitive
Grade: 3
Union: CSEA

Revised: January 20, 1984
Revised: July 17, 1990
Revised: May 26, 1993