

**WHITESBORO CENTRAL SCHOOL DISTRICT  
NOTICE OF VACANCY**

<b>POSITION:</b>	Senior Office Specialist I
<b>LOCATION:</b>	Whitesboro Middle School
<b>HOURS:</b>	7:30 a.m. – 3:30 p.m. 12-month position
<b>RATE OF PAY:</b>	Grade 8, Step to be determined.
<b>STARTING DATE:</b>	To be determined.
<b>MINIMUM QUALIFICATIONS:</b>	<ol style="list-style-type: none"><li>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: OR</li><li>2. 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; and</li><li>3. Computer literate. Knowledge of word processing and simple spreadsheet operations. Ability to pass a typing/keyboarding performance test at 35 wpm.</li></ol>
<b>DISTINGUISHING FEATURES OF THE CLASS:</b>	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.
<b>PRINCIPLE DUTIES:</b>	(Illustrative Only) <ol style="list-style-type: none"><li>1. Prepares and reviews work assignments of lower-level staff;</li><li>2. Prepares accounts, reports and other departmental documents for completeness, accuracy and conformity with established procedures;</li><li>3. Types, sorts, processes and files</li></ol>

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.

**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:**

May 12, 2026