



Wilson Central School District
ANTICIPATED VACANCY ANNOUNCEMENT

TITLE OF POSITION:	Typist, Guidance Office
STATUS:	Full-Time, 12-month appointment
EST START DATE:	ASAP
RATE OF PAY:	\$22.33 /hour
BENEFITS:	Medical/Dental Insurance and Paid Time Off per CSEA Agreement
REQUIREMENTS:	• High School Diploma or General Education Diploma. • Reachable on the Niagara County Civil Service "Clerical I" Eligibility List or eligible for transfer. In order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. • Background check and fingerprint clearance. • Excellent computer skills. • Ability to interact appropriately with a wide variety of individuals - Ability to maintain confidentiality. • Ability to multitask and show initiative and resourcefulness. • Dependable, enthusiastic, and honest. • Ability to handle any situation with a calm approach.
TYPICAL WORK ACTIVITIES (Illustrative Only):	• Performs routine clerical work including office reception, office correspondence, records management, ordering supplies, and scheduling. • Makes entries from original sources to update and maintain records. • May exercise independent judgement in completing tasks.
APPLICATION PROCESS:	Transfer Requests: send Niagara County Civil Service Application, resume, and list of references to: Carolyn Oliveri at coliveri@wilsoncsd.org or fax to: 716-751-0008 Transfer Requests must be received no later than: August 12, 2026
POSTED BY:	Timothy P. Carter, Superintendent of Schools, 7/27/2026

The Wilson Central School District advises students, parents, employees and the general public that it does not discriminate on the basis of sex, race, color, national origin, handicapping conditions, marital status or veteran status in the employment or the educational programs, including vocational education opportunities, and activities which it operates, and is in full compliance with Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding this nondiscrimination policy and copies of the grievance procedure for the prompt resolution of complaint may be directed to: Carolyn Oliveri, Business Administrator, Wilson Central School District, Wilson, NY (716)751-9341.