

OLEAN CITY SCHOOL DISTRICT
410 West Sullivan Street • Olean, New York 14760
<http://www.oleanschools.org>
General Information (716) 375-8000
Fax (716) 375-8916



JOB DESCRIPTION

Keyboard Specialist (Competitive)

QUALIFICATIONS:

1. Graduation from a standard high school or possession of a high school equivalency diploma or one year of clerical experience and; EITHER:
2. Successful completion of a course involving the use of personal computers; OR
3. Three months experience in a clerical position which regularly required a candidate to utilize word processing or personal computer equipment to produce printed copy; OR
4. Knowledge of personal computer equipment, operations and functions.

RESPONSIBLE TO: Assigned Supervisor

JOB GOALS: To independently perform routine typing and clerical work and/or assist in performing more difficult and responsible clerical work and perform other related work

GENERAL RESPONSIBILITIES:

- A. To type forms, form letter, payrolls, bills, vouchers, records, catalog cards, reports, index cards, and similar materials
- B. To transcribe dictations
- C. To assist in telephone switchboard operation and take messages and schedule appointments
- D. To collect money and accounts for monies received
- E. To address envelopes
- F. To sort correspondence, vouchers and similar materials
- G. To file correspondence, memoranda, reports, and materials
- H. To compute routine arithmetical computations
- I. To act as receptionist



- J. To proofread
- K. To assist in taking inventories and ordering supplies
- L. To maintain records and prepare simple reports.
- M. To have the ability to follow oral and written directions and communicate well with others.

TERMS OF EMPLOYMENT: Twelve month position.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Employee Performance Evaluation.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

