



Wilson Central School District
374 Lake St, PO Box 648
Wilson, NY 14172

ANTICIPATED VACANCY ANNOUNCEMENT

TITLE OF POSITION:	Typist – Special Education 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:	This is a Civil Service Clerical I position; however, it falls under the NYS HELPS Program. Therefore, civil service testing is not required for this position and candidates who meet the qualifications are eligible to apply. • High School Diploma or General Education Diploma • 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 this position, which is Clerical I or Typist. • Background check and fingerprint clearance through Identogo / TEACH (New York State Education Department) and approval by WCSD Board of Education • Excellent interpersonal and computer skills • Ability to interact appropriately with a wide variety of individuals • Ability to maintain confidentiality • Ability to multi-task 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. • Coordinates meetings and prepare meeting materials. • Makes entries from original sources to update and maintain records. • May occasionally exercise independent judgment in completing tasks. • Does related work as required
APPLICATION PROCESS:	Canvass letters will be sent by Niagara County Civil Service 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: October 22, 2026
POSTED BY:	Timothy P. Carter, Superintendent of Schools, October 8, 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.