

ODESSA-MONTOUR CENTRAL SCHOOL DISTRICT
~ C.S.E.A. JOB POSTING ~

SENIOR KEYBOARD SPECIALIST

QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in secretarial science or a closely related field; or
- B. Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience which involved the operation of a typewriter or computer for word processing and database or spreadsheet application; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

The person hired will need to take a Civil Service Test at a later date and be reachable on the list to gain permanency in the position.

LOCATION: Odessa-Montour Central School District
B. C. Cate Elementary School Main Office

RATE OF PAY: \$16.70 per hour
Benefits include health insurance, paid holidays, vacation days, paid sick days, NYS retirement

HOURS: 12-month Position, 8.0 hours/day

AVAILABLE: 7/1/22

DEADLINE: Until Position Filled

DATED: 6/21/22

SUBMIT APPLICATION TO: Schuyler County Civil Service Office
105 9th Street
Watkins Glen, New York 14891

All employees must be fingerprinted. There is a \$102 processing fee for fingerprinting

Distribution:

Jim Nolan, B.C. Cate Elementary School Principal, Rob Francischelli, H.A. Hanlon Elementary School Principal
Skip McCarty, Odessa-Montour Junior/Senior High School Principal, Lewis, Veronica, Special Programs Director, Judy Kastenhuber, CSEA, Guidance Office, Junior/Senior High School, H.A. Hanlon Elementary School, B.C. Cate Elementary School, Special Programs Office

Schuyler County Civil Service