

DUNDEE CENTRAL SCHOOL DISTRICT

55 WATER STREET
DUNDEE, NY 14837

POSITION OPENING

WITHIN

THE DUNDEE CENTRAL SCHOOL DISTRICT

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| I. TITLE: | <u>Office Assistant I</u> |
| II. DUTIES: | Provide support to school district administrators. |
| III. QUALIFICATIONS: | Must meet minimum qualifications per job specification. |
| IV. DESIRED SKILLS: | Good working knowledge of performance of clerical tasks and interpersonal skills; able to use a computer; detail-oriented and organized, able to follow directions and work effectively in a busy office environment. |
| V. SALARY: | \$16.50/hr. |
| VI. ESTIMATED EFFECTIVE DATE: | TBD |
| VII. APPLICATION DEADLINE: | July 15, 2022 |
| VIII. POSITION CLASSIFICATION: | Competitive (Applicants must be Civil Service approved and pass Civil Service exam) |
| IX. OTHER: | Full-time, 12 month position. Candidate must be willing and able to work independently and be able to report to work before 6 a.m. on work days, |

Applicants who wish to be considered as a candidate for the position may contact Melissa Lawson in the Business Office. **However**, a Civil Service application must be in place for consideration.

This position is governed by Civil Service Rules regarding competitively classified positions and if a valid Certification of Eligibles exists, it will be used to fill the position as required by law.

At the close of the application deadline, the school district will obtain approved applications from Yates County Personnel Office and will contact candidates accordingly.

Posting Date: June 24, 2022

The work involves responsibility for a variety of clerical tasks and proficient use of a computer. Typical activities includes typing correspondence and documents; preparing, organizing and maintaining documents and files; answering telephone and give out routine information; explain established program policies and procedures; scheduling of meetings and appointments; operate and perform routine maintenance on office equipment; manage school district attendance and substitute process. Applicants are expected to act and dress in a professional manner and must be accurate, detail-oriented, organized, and possess good public interpersonal skills. Each applicant must have a high school diploma (or equivalent), paid clerical experience and/or college degree equivalency.