



Position:	Keyboard Specialist – Anticipated full-time, 12-month, competitive civil service position.
Location:	Distance Learning Program at the Northern Catskills Occupational Center in Grand Gorge.
Responsibilities & Qualifications:	<p>The successful candidate will be a part of the Distance Learning team in supporting the Distance Learning Program with all aspects of general office support. Duties will include, but are not limited to: assisting with purchase orders, handle necessary meeting arrangements (schedule rooms, distribute agenda, arrange for meals when necessary, create and distribute meeting minutes), assist with district billing (track expenditures and initiate Addition Service Requests or Cross Contracts when needed), update and distribute fliers as requested, update and distribute Distance Learning Directory, consolidate data for yearly surveys, prepare presentation packets as requested, assist with gathering data for budgets and grants as requested, order supplies and materials, answer phones. Knowledge of Microsoft Office is required.</p> <p><u>Civil Service Job Description</u></p> <p>Distinguishing Features of the Class The work involves responsibility for the performance of standardized clerical tasks and the full-time or substantial part-time operation of equipment requiring the manipulating of an alphanumeric keyboard to produce printed copy. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.</p> <p>Typical Work Activities Receives and organizes work to be typed determining document format; Types/creates correspondence, documents, records and other written material in final or draft form using handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material; Proofreads and corrects work producing accurate, clean and complete typed copy; Prepares, stores and retrieves lists and documents; Answers telephone and gives out routine information; Updates and stores department forms on word processor computer; Orders office supplies and maintains inventory of supplies and equipment; Sorts, date stamps and distributes mail and packages; Performs routine equipment maintenance tasks; Serves as receptionist and greets clients and/or visitors; Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material; Schedules meetings and appointments; May collect fees and account for monies received; May prepare and maintain time records and payroll data.</p> <p>Full Performance, Knowledge, Skills, Abilities and Personal Characteristics Working knowledge of office terminology, procedures and equipment; Working knowledge of business arithmetic and English; Ability to operate an alphanumeric keyboard such as a personal computer, typewriter or word processor at an acceptable rate of speed;</p>

	<p>Minimum Qualifications</p> <p>Either:</p> <ul style="list-style-type: none"> (a) Graduation for High School or possession of a High School Equivalency Diploma; or (b) Four years of clerical experience; or (c) An equivalent combination of training and experience as defined by the limits of (a) and (b). <p>Note: Verifiable or part-time experience will be pro-rated toward meeting the minimum qualifications.</p>
Starting Salary:	Salary per the Education Support Professionals Contract. Starting salary \$22,451 plus benefits including paid time off, state retirement plan, health and dental insurance.
Starting Date:	As soon as possible.
Apply To:	www.olasjobs.org/southern
Additional Information:	<p>Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.</p> <p>The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.</p> <p>The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.</p>