



JOB POSTING #108 Revised

PLEASE POST

The City School District of Albany
An Equal Employment/Affirmative Action Employer
APSUE Employment Opportunity

Date of Posting: August 13, 2021

Position(s): Typists 12-Month (6)
Monday – Friday

Location(s): Academy Park-HR
Albany High School
Delaware Community School/ New Scotland Elementary School
Office of Professional Review
Operations & Maintenance
Transportation

Requirements: *This is an Open Competitive position for external **and** internal candidates.*

Appropriate examination for this title is required for permanent appointment. For additional information and to apply for current Civil Service exams visit: <https://jobs.albanyny.gov/exams>

Salary: \$29,449.93

Deadline for Applying: Continuous until filled

General Statement:

This is routine clerical work of limited complexity and variety requiring the skilled use of a computer and/or typewriter. Employees in this class perform duties, the clerical aspects of which are standardized and repetitive, but which require training in keyboarding input. Detailed instructions are given at the beginning of the work and on new assignments, but employees familiar with the operations and procedures may work with some independence and some initiative and judgment is utilized as experience is gained. Employees may make arithmetic or other checks upon the work of other employees for accuracy although direct supervision is not usually exercised. Work is subject to close supervision and is reviewed by a superior upon completion for both content and accuracy.

Minimum Qualifications:

- A) Graduation from high school or possession of a high school equivalency diploma which shall include or be supplemented by a course in typing; **OR**

- B) One (1) year of satisfactory fulltime paid clerical work experience which shall have included substantial part-time typing duties; **OR**
- C) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Responsibilities:

- Types articles, forms, vendor’s claims, letters, memoranda, bulletins, reports, tabulations, purchase orders, cards, payrolls, trial calendar requisitions, marriage cards, copies of ordinances and resolutions, birth and death certificates and records, attendance and student records, laboratory reports, case reports, commitment papers
- and other material from copy, rough draft or dictating machine;
- Sorts and files correspondence, checks, vouchers, index cards or other materials by numeric, alphabetic or other established classifications;
- Assists in the maintenance of personnel, payroll, equipment or other records, and in the preparation of reports;
- Makes simple arithmetic calculations;
- Computes data from requisitions, statistical reports, time reports or other records;
- Acts as receptionist;
- Answers telephone and personal inquiries;
- Routes visitors and calls;
- Secures and gives out routine information relating to office operations and activities;
- Operates the switchboard or other office equipment ;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

How to Apply

E-mail: humanresources@albany.k12.ny.us

Post: City School District of Albany
Office of Human Resources
1 Academy Park
Albany, NY 12207

The City School District of Albany, does not discriminate on the basis of Age, Race, Color, National Origin, Religion, Disability, Sexual Orientation, Gender Identification, Gender Expression, Transgender Status, Sex, Marital Status, Domestic Violence Status, or Genetic Predispositions in employment or any of its programs and/or activities which it offers or operates, as it is required to do by the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Genetic Information Nondiscrimination Act of 2008 and the New York State Human Rights Laws.