

Order Number:

NY1508302

Date Job Order Received:

08/30/2024

Number of Openings:

1

Company Name:

Jefferson Lewis BOCES

Job Title:

Typist

Minimum Experience Required:

1 year

Job Description:

TITLE: Typist LOCATION: Sackett Technical Center, Glenfield, New York

RESPONSIBILITIES/DUTIES: The work involves the performance of a variety 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 checking completed work, by periodic or spot checks, or other steps in the clerical process. Does related work as required.

QUALIFICATIONS: (A) Graduation from high school or possession of a high school equivalency diploma; OR (B) one year of clerical experience which involved typing; OR (C) an equivalent combination of training and experience as defined by the limits of (A) and (B) above. Applicant must meet civil service requirements and pass a civil service examination with results being reachable status.

COMPENSATION & BENEFITS: Starting at \$17.00/hour, Commensurate with experience in keeping with the Current negotiated BOCES Support Staff Association contract. Health insurance, which includes vision & prescription coverage, NYS Retirement membership, tax deferred annuities, employee assistance program, and generous vacation, sick and personal day policies. START DATE: As Soon As Possible CLOSING DATE: September 15, 2024 TO APPLY: Complete the on-line application and apply at <https://boces.recruitfront.com/Default> Upload cover letter and resume with your on line application.

Job Location:

Glenfield, New York

Pay:

\$17.00 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Not specified.

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

Less Than High School

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, or on-line:

Phone: Hebert, Pamela (315) 779-7010

Web-site: <https://boces.recruitfront.com/Default>