

HOT JOBS

Typist *Monticello Central School District* Monticello, NY

Overview: Monticello Central School District is seeking a Typist in Monticello, NY.

This is a civil service position dependent on NYS Civil Service Requirements and exam process.

DISTINGUISHING FEATURES OF THE CLASS: Work is primarily of routine nature and involves the performance of standardized clerical and typist tasks. The work involves substantial part-time typing. Although detailed instructions are given for new or difficult assignments and practices are rather definitely fixed, employees must occasionally exercise independent judgment in applying them to specific cases. Work is reviewed by immediate observation, by checking completed work or by periodic or spot checks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Some knowledge of office terminology, procedures and equipment; some knowledge of business arithmetic and English; ability to understand and follow oral and written directions; ability to get along well with others; ability to write legibly; ability to type at a reasonable rate of speed; clerical aptitude; mental alertness; neat appearance; tact and courtesy; good judgment, good physical condition.

MINIMUM QUALIFICATIONS: Demonstrated typing skills and spelling competence.

Apply: Online at monticelloschools.net/employment