



# SENIOR CLERK TYPIST

The Sweet Home Central School District is a forward-thinking educational institution dedicated to providing an exceptional learning environment for its 3,600+ students. With almost half of our student population contributing to our diverse school community, we pride ourselves on fostering academic excellence, creativity, and a strong sense of belonging. We value diversity and are committed to creating an inclusive and equitable environment where every student can thrive.



## NOTICE OF ANTICIPATED VACANCY

**Position Overview:** We are seeking a passionate and dedicated Senior Clerk Typist who is committed to our diversity, equity, and inclusion mission: Cultivating a community where all members experience a sense of belonging. As a vital member of our team, you will play a crucial role in shaping the future of our students.

**Start Date:** ASAP

**Building:** High School

**Position Status:** Full-time, 12-month, 8 hrs/day

**Qualifications:** Candidates must be currently in the Civil Service title or reachable on the current Erie County Civil Service list. Candidates must have a high school diploma or equivalent.

### Key Responsibilities:

- Types accounting & financial statements, payrolls, statistical tabulations & data, form letters, memoranda, vouchers, reports requisitions, and other materials;
- Reviews accounts, reports, and other documents for completeness, accuracy & conformity with established procedures;
- Searches, locates, and records papers and documents;
- Assembles a variety of data from office records for incorporation into various reports;
- Prepares payrolls and maintains time cards;
- Composes and types routine correspondence;
- Assists in proofreading prepared documents;
- Answers telephone, email, or written correspondences, gives routine information to the public and makes appointments for superior;
- Operates an adding machine, calculator or other office machines;
- Ability to prepare and revise excel spreadsheets;
- General database processing and data entry;
- Prepare mail merges, coordinate e-mail blasts and e-newsletters to send out;
- Transcribes material from Dictaphone cylinders and belts;
- Collects and maintains records of fees collected by department;
- Operates an alpha-numeric keyboard to transcribe data directly to a computer;
- Maintains records of petty cash fund; and
- Utilizes enhanced computer systems and equipment in the completion of assigned clerical tasks.

### SALARY RANGE

From: \$19.00/hr

To: \$19.00/hr

**How to Apply:** Complete an application on [WNYRIC](#) or [Recruitfront](#). Applications can also be printed at [www.sweethomeschools.org/jobs](http://www.sweethomeschools.org/jobs) and submitted to:

Finune O. Shaibi, Director of Human Resources, 1901 Sweet Home Road, Amherst, NY 14228

**Date Posted:** March 14, 2024    **Closing Date:** March 28, 2024

*The Sweet Home Central School District is an equal opportunity employer and does not discriminate against any employee or applicant for employment in its programs and activities on the basis of race, color, national origin, sex, disability, religion or creed, sexual orientation, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws.*

# EVERY STUDENT, ONE COMMUNITY, READY FOR THE FUTURE.