



Substituted Typist * Sullivan B.O.C.E.S Liberty, NY

Overview: Sullivan B.O.C.E.S. is seeking a Substitute Typist in Admin/Business Office.

The Substitute Typist 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.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

- Collects money and accounts for monies received;
- Types reports, payrolls, envelopes and/or correspondence;
- Proofreads stencils;
- Answers telephone, takes messages and makes appointments;
- Sorts correspondence, vouchers and similar materials;
- Makes and checks routine arithmetical computations;
- Acts as receptionist, directing callers to the proper person of office and gives information of a routine nature;
- Operates a mimeograph, adding or other office machines;
- Indexes materials;
- Assists in taking inventories;
- Maintains records and prepares simple reports.

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.

Skills necessary to perform job:

Demonstrated Typing Skills

Spelling Competence

MINIMUM QUALIFICATIONS:

Demonstrated typing skills and spelling competence.

High School Diploma/GED

Reference Check

Shift and Salary, and Benefits; This is a part-time position, Shift between 8:00 AM and 3:00PM, \$16.00 hourly.

Apply by contacting Stephanie Smith by email at stephanie.smith@scboces.org or by phone 845-295-4037, or at website <http://www.scboces.org/employment>