

JOB POSTING

Title: Senior Typist

Required knowledge, skills and abilities: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to type accurately at a satisfactory rate of speed; ability to understand and carry out oral and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; integrity; good judgment; good physical condition.

Acceptable Experience and Training: Graduation from high school and two years of clerical experience which shall have involved typing; or any equivalent combination of training and experience.

Schedule: Work Year - 10 month work year

Location: Cohoes High School

Salary: Per CSEA contract

Appt: The applicant must be reachable on the Civil Service Exam for the title.

Apply in writing by December 22, 2011 to:

Tara Dessingue
tdessing@cohoes.org
Human Resources
Cohoes City School District
7 Bevan Street
Cohoes, NY 12047

Post Date: 12/16/11

Removal Date: 12/23/11

cc: Joe Rajczak, CHS Principal
Mark Charbonneau, CSEA President

OK / [Signature]
12/16/11