

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

REVISED

**RECRUITMENT BULLETIN 22-23-201
MAY 2023**

***SPANISH SPEAKING TYPIST
POUGHKEEPSIE CITY SCHOOL DISTRICT**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving a resume and letter of interest from qualified candidates for the position of:

**SPANISH SPEAKING TYPIST
POUGHKEEPSIE CITY SCHOOL DISTRICT**

QUALIFICATIONS:

As in accordance with Civil Service listing requirements

*Will be required to take a Civil Service Examination and be reachable to obtain a permanent position

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

This position provides secretarial and clerical support to a unit or department. While the specific duties vary with the needs of the office, the incumbent provides skilled keyboarding services in addition to a range of routine clerical services such as filing, photocopying, faxing, maintaining office supplies, sorting and distributing mail and other similar activities. In addition, this position serves as a Spanish translator for the department. While initially, assignments are limited in scope, employees eventually will be assigned duties of increasing difficulty. Work is performed under direct supervision and detailed instructions are given for new or difficult tasks. Supervision of others is not normally a function of this class.

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

TYPICAL WORK ACTIVITIES:

1. Performs skilled keyboarding to produce correspondence, reports, tables, charts, and to maintain large databases;

2. Gathers, extracts and copies information for use by technical and professional staff;
3. Takes longhand minutes, prepares summary notes and submits to supervisor for approval before distribution;
4. Receives calls and callers and gives out routine information;
5. Files correspondence, memoranda, reports, and other materials in record system in accordance with departmental guidelines; pulls records for use by staff or disposition to storage or destruction;
6. Reviews records and documents for completeness, compliance with departmental standards and for accuracy;
7. Indexes materials and performs simple record-keeping tasks;
8. Performs a variety of clerical support work based on unit needs including logging records, photocopying, faxing, maintaining office supplies, processing bulk mailings and similar activities;
9. May enter data into terminal from forms and printed copy;
10. May maintain records of time and benefit usage, employee certification and training.
11. Translates written correspondence and conversations from English to Spanish and from Spanish to English;
12. May provide bilingual services in connection with departmental business in court or at other offsite locations as needed.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

***This position will be appointed provisionally. An exam will be conducted to determine a permanent appointment.**

EFFECTIVE DATE: TBD

SALARY: In accordance with the Clerical contract

**FINAL DATE
FOR FILING:** Open until filled

SEND INTEREST TO: hroffice@poughkeepsieschools.org
dsinglet@poughkeepsieschools.org
 Dr. Timothy Wade
 Assistant Superintendent of Administrative Services
 18 South Perry St.
 Poughkeepsie, NY 12601

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age, or marital status; nor does it apply any other arbitrary measure which would tend to deprive persons of their constitutional rights.