



DEPEW UNION FREE SCHOOL DISTRICT

DISTRICT OFFICES

5201 S. Transit Road
Depew, New York 14043-4335
www.depewschools.org

C. Douglas Whelan, Ed.D.
Interim Superintendent of Schools
716-686-5105
F: 16-686-5101

Internal/External NOTICE OF VACANCY

POSITION: CLERK TYPIST FULL-TIME,
(12 MONTH POSITION)

LOCATION: Depew High School
Counseling Center

HOURS: 7:00 a.m. - 3:00 p.m. Monday - Friday

START DATE: January 29, 2024

SALARY: \$17.00
Subject to Civil Service Requirements

QUALIFICATIONS: See attached

JOB DESCRIPTION: See Attached

APPLICATION: January 19, 2024

DEADLINE:

Interested Parties Should Submit an Application in Writing to:

C. Douglas Whelan, Ed.D., Interim Superintendent of Schools
Depew Union Free School District
5201 Transit Road
Depew, NY 14043

Vacancy will be posted and the deadline is January 20, 2024. This notice is to be posted in all job units and at each time clock location

"Inspiring, Challenging, Achieving"

JOB DESCRIPTION

TITLE: CLERK-TYPIST

Skills and Knowledge:

The work involves the performance of typing and varied duties of a moderately difficult nature. Knowledge of the various computer programs such as Google, Microsoft Office and/or the ability to learn new programs. Work is performed under the general or direct supervision of a higher ranking employee, depending on the nature of the assignment.

Good knowledge of office terminology, procedures and computer skills; good knowledge of business arithmetic and English; ability to understand and carry out complex oral and written instructions; ability to type from clear copy or rough draft at an average rate of speed; clerical aptitude; sound judgment; neatness; tact and courtesy; physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations.

TYPICAL WORK ACTIVITIES:

1. Record and maintain student attendance information;
2. Responsible for grade reporting;
3. Type letters, reports, requisitions, and other materials;
4. File documents and correspondence;
5. Assembles a variety of data from office records for incorporation into various reports;
6. Ordering of supplies and materials and the creation of purchase orders;
7. Assists in proofreading typewritten and printed material;
8. Answers telephone, gives routine information to the public and makes appointments for counselors;