

Senior Clerk-Typist (Spanish-Speaking)

The East Ramapo Central School District has an immediate opening for a Senior Clerk-Typist (Spanish-Speaking). The position is a 12-month, full time position. Monday through Friday, 35 hours per week.

The work involves interacting with the public to register new students; assist with making change of addresses/change of school locations; translation of documents from other Spanish Speaking countries into English, as needed. This is clerical processing work which consists of ordering, recording and processing all or part of the paperwork flow of an office. The work of this second level title in the clerical line involves judgment in work scheduling as well as the evaluation of submitted data for compliance with established criteria and attendant appropriate action. Typing is an integral part of the job. This title is distinguished from that of a Senior Clerk-Typist in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated below in the Notes. The work is performed in accordance with prescribed procedure under the general supervision of an administrator or a higher-level clerical employee. Work direction may be given to first level clerical employees. Does related work as required.

Candidates must have good knowledge of office terminology and procedures; good knowledge of business arithmetic and English; ability to read, speak and understand colloquial Spanish; ability to type at a rate of forty (40) words per minute*; ability to understand and carry out moderately difficult oral and written directions; ability to extract information from standard form documents and establish and maintain records according to procedures. Candidates will be trained on different educational computer platforms (i.e., ESchool, WinCap, Groupwise, etc.). Candidates must be able to deal effectively with Building Administrators, students/parents/guardians either in person, over the phone or in writing.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two years of office clerical or business experience.

NOTES:

1. Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
2. An Associate's degree or higher may be deemed fully qualifying.
3. Candidates are expected to possess a Level II proficiency in the Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.

*To be demonstrated during the probationary term.

Mail resume to Dianne Psaros, ERCSD, 105 South Madison Avenue, Spring Valley, NY 10977 or email to dpsaros@ercsd.org.