



**Bethlehem Central School District**  
**Support Staff Vacancy**

**Bethlehem Central School District \* 700 Delaware Avenue \* Delmar, NY 12054**

- POSTING NO.** 038 **Date:** November 20, 2018
- POSITION:** Senior Keyboard Specialist (12 month)
- LOCATION:** Bethlehem Central High School  
Counseling Center  
700 Delaware Avenue  
Delmar, NY 12054
- QUALIFICATIONS:** Any candidate with permanent Civil Service status as a Senior Keyboard Specialist (or reachable on an existing Civil Service eligibility list) may apply.
- DUTIES:**
- Prepares correspondence, documents, records and other written material in final or draft form;
  - Drafts basic original correspondence;
  - Proofreads and corrects work producing accurate, clean and complete prepared copy;
  - Answers telephone and gives out routine information;
  - Sorts, date stamps and distributes mail and packages;
  - Serves as receptionist and greets clients and/or visitors;
  - Maintains alphabetic, numeric and/or chronological files of correspondence, searching for requested material and periodically purging obsolete material;
  - Schedules meetings and appointments
- STARTING DATE:** December 26, 2018
- SALARY:** Step 1 of Salary Grade 7, \$36,503
- HOURS PER DAY:** 7.5 hours per day
- DEADLINE FOR APPLICATION:** December 6, 2018

**Apply for this position in writing to:**

David Doemel, High School Principal  
Bethlehem Central High School  
700 Delaware Avenue  
Delmar, NY 12054

*It is the policy of Bethlehem Central School District that no person shall be subjected to discrimination on the grounds of race, color, religion, sex, national origin, citizenship status, ethnicity, creed, military or veteran status, mental or physical disability, HIV status, marital status, sexual orientation, genetic predisposition or carrier status, age, protected activity, status as a victim of domestic violence or stalking or any other classification protected by applicable Federal, State or Local Law.*