



DeRuyter Central School

Home of the Rockets

711 Railroad Street, DeRuyter, NY 13052
Phone: 315-852-3400 Fax: 315-852-9600

Neal A. Capone, Ed.D.

Superintendent of Schools

Jenny Valente
Director of Special Education
PK-4 Principal

Stephen Rafferty
5-12 Principal

Amanda Graham-Quirk
School Business Executive

INTERNAL/EXTERNAL POSTING

Part Time
Keyboard Specialist
Business Office

Duties to include:

Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material; Schedules meetings and appointments; May check codes and process requisitions, claims and bills; May collect fees and account for monies received; May prepare and maintain time records and payroll data.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern office terminology, procedures, equipment and business English; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; Ability to organize and maintain accurate records and files; Ability to set up appropriate forms, charts and other tabular listings; Ability to perform close, detail work involving considerable visual effort and concentration; Ability to understand and follow oral and written instructions; Ability to organize and maintain accurate records and files; Ability to maintain neat and legible records; Ability to establish and maintain effective working relationships with others; Ability to communicate effectively, both orally and in writing; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a high school diploma or equivalency diploma AND one (1) year of full-time or its part-time equivalent clerical experience involving typing or the operation of a word processor or computer.

Application packet to include Letter of Interest and Completed DCS Application and Civil Service Application (available on the Human Resources Page at www.deruytercentral.org).

CIVIL SERVICE EXAM REQUIRED

Provisional

Flexible Hours, 18.75 Hours/week

Salary \$20,211.25/Anually

Anticipated Start Date: 8/1/25

DeRuyter Central School = District Committed to Success

Board of Education: Jodi Wiesing, President; Daniel Degear, Vice President; Members – Lisa Benedict, Connor Langevin, Elizabeth Pierce