



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

KEYBOARD SPECIALIST

Title

Salary

Keyboard Specialist

Varies by municipality

This position involves responsibility for the performance of standardized clerical tasks and the full-time or substantial part-time operation of equipment requiring the manipulating of an alphanumeric keyboard to produce printed copy. Specific duties vary with the needs of the department. Supervisors are available for consultation concerning new or difficult assignments. Work is reviewed by immediate observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process. Supervision over the work of others is not a responsibility of employees in this class. A Keyboard Specialist does related work as required.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma or one year of clerical experience **and EITHER:**

- A) Successful completion of a course involving the use of personal computers; OR
- B) Three months experience in a clerical position which regularly required a candidate to utilize word processing or personal computer equipment to produce printed copy; OR
- C) Knowledge of personal computer equipment, operations and functions

NOTE: Experience as referenced above refers to full-time, paid experience. Paid experience gained on a part-time basis will be pro-rated to determine eligibility. Therefore candidates must be specific when reporting number of hours worked.

***This title has been approved without the need to take an exam through the Hiring Emergency Limited Placement Program (HELP) of the NYS Department of Civil Service. Candidates appointed permanently to this title will NOT need to take an exam and will remain in their position even when the HELP Program ends.**

Applications will be accepted on an ongoing basis for potential future vacancies.

Interested applicants must complete a Civil Service Application online or submit paper applications to:

Cattaraugus County Civil Service
303 Court St.
Little Valley, NY 14755

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com> .

Cattaraugus County - an Equal Opportunity Employer

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