



State University of New York

ERIE COMMUNITY COLLEGE

Applications are being accepted for the Position of:

P-39-11-2006 (Potential)

November 1, 2006

SENIOR CLERK TYPIST

ALL COLLEGE DEPARTMENTS

PART-TIME - UP TO 19 HOURS/PER WEEK \$12.059/HOUR

DESCRIPTION: The work involves the performance of typing and varied duties of a moderately difficult nature. This class differs from that of Clerk Typist by virtue of the more difficult and varied nature of the work performed by the incumbent. Work is performed under the direct supervision of a higher ranking employee. Does related work as required.

REQUIREMENTS: Good knowledge of office terminology, procedures and equipment; 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; must be physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS: Graduation from a standard high school or possession of a General Equivalency Diploma, including or supplemented by a course in typing, and one (1) year of office experience. Micro-Soft Office Suite experience desired.

Send cover letter referencing Job #P-39, ECC Application and current resume

Human Resources Representative

716-851-1840

Mail to: HUMAN RESOURCES
ERIE COMMUNITY COLLEGE
4041 SOUTHWESTERN BOULEVARD
ORCHARD PARK, NY 14127-2199

For immediate access to ECC Application go to: WWW.ECC.EDU, Go to Jobs at ECC, Click on Application, Print

Erie Community College is an Equal Opportunity Employer. Women, members of minority groups, persons with disabilities, and Vietnam Era veterans are encouraged to apply.