

**PENN YAN CENTRAL SCHOOL DISTRICT**  
**Office of the Superintendent**

**PLEASE POST**

**AMENDED POSTING**

**Keyboard Specialist**

**August 11, 2025**

**Minimum Qualifications:** Graduation from high school, and clerical experience preferred.

**Note:** Candidates must satisfy the requirements for Keyboard Specialist set forth in the Rules and Regulations of the New York State Commissioner of Education and be eligible for NYS Civil Service appointment as a Keyboard Specialist. Candidates must be reachable on the NYS Civil Service Eligible List **or** be a current Keyboard Specialist at PYCSD. Anticipated opening is in the Bus Garage, however, location is TBD due to possible internal transfers.

**Salary:** \$19.65/hr. (unless candidate is a current employee)

**Work Year & Hours:** 10 month position, 7.5 hours per day, 9:00am-5:30pm with the option for 8:30am-5pm on non-ESD days.

**Application Deadline:** Applications Accepted until Filled

**Application Procedures:** Interested candidates should submit a Civil Service Application with the Yates County Personnel Office by visiting <https://mycivilservice.yatescounty.org/> This is a competitive Civil Service position.

Internal candidates should submit a letter of interest to Dr. Gregory Baker, Superintendent of Schools at the District Office or via email at [gbaker@pycsd.org](mailto:gbaker@pycsd.org)

***Dr. Gregory S. Baker***

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Superintendent of Schools