PENN YAN CENTRAL SCHOOL DISTRICT
Office of the Superintendent

PLEASE POST

Keyboard Specialist

November 3, 2026

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. Anticipated opening is in the Penn Yan Elementary School Office, however, location is TBD due to possible internal transfers.

Salary: $20.43/hr. (or commensurate with experience, or if the candidate is a current employee)

Work Year & Hours: 12 month position, 7.5 hours per day, 7:00 am-3:30pm

Application Deadline: November 10, 2026

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

Dr. Gregory S. Baker

Superintendent of Schools