

Vacancy Notice



Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Administrative Assistant*

Division: Administration

Location: Main Campus, 110 Elwood Davis Road, Syracuse, NY

Duties: Responsible for assisting Assistant Superintendent for Administration in the performance of administrative duties to include secretarial support, personnel management, budget monitoring, State reporting, and tracking of Adjustment to Services Contracts. Other duties as assigned by supervisor. Successful candidate will have exceptional interpersonal skills, high level of proficiency in MS Word, Excel, aptitude to learn specialized financial software. Successful candidate will be motivated, ethical, organized with the ability to work independently.

Qualifications: *Promotional:* (A) Two (2) years of permanent competitive class status in a third-level clerical or paraprofessional title. (B) Four (4) years of permanent competitive class status in a second level clerical title. *Open-Competitive:* Graduation from a regionally accredited college or university with a Bachelor’s degree; OR Four (4) years of paraprofessional or professional level work experience, or its part-time equivalent; OR Four (4) years of clerical work experience which must have been in either a supervisory capacity,

This is a competitive class civil service position. Candidates must be reachable on the existing eligibility list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the Administrative Assistant eligibility list.

Salary: \$37,369 - \$39,161

Starting Date: On or about February 1, 2019

Closing Date: Two (2) weeks from date Notice posted

For questions regarding this Vacancy Notice, please contact:
 Personnel Department/Recruitment Office
 Onondaga-Cortland-Madison BOCES
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 Syracuse, NY 13221
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