

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: Clerk II

Division: Administration – Regional Certification Office

Location: Main Campus, 110 Elwood Davis Rd., Syracuse, NY

Duties: Provides information to the public regarding certification requirements. Receives and responds to incoming telephone calls regarding certification, maintains a phone log, compose routine letters and memos, assist with setup for workshops and meetings, process incoming and outgoing mail. Receives and examines legal documents, checks for accuracy and completeness of documents and application forms presented for certification action; records and files documents. Establishes and maintains records, assist newly appointed employees in obtaining certification required for employment, other duties as assigned by supervisor.

Qualifications: *Promotional:* One (1) year of permanent competitive class status as a Clerk I, Typist I, Stenographer I, Account Clerk I, Ward Clerk, Data Entry Equipment Operator, Word Processing Machine Operator, Account Clerk-Typist I, Stock Clerk, WIC Assistant, or Public Health Assistant.

Open Competitive: Two (2) years of clerical experience.

This is a competitive class civil service position. Candidates must be reachable on the existing eligibly 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 Clerk II list.

Salary: Grade 7; \$28,846 - \$29,729

Starting Date: On or about January 27, 2022

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

For questions regarding this Vacancy Notice, please contact:

Recruitment Office
 Onondaga-Cortland-Madison BOCES
 PO Box 4754
 Syracuse, NY 13221
 Telephone: (315) 431-8570 Fax: (315) 433-2650

www.ocmboces.org

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