

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Typist II*

Division: Special Education

Location: Cortlandville Campus, 1710 US Rte. 11 Cortland, NY 13045

Duties: Provide direct secretarial support for the Special Education program. Duties include answering telephones, typing correspondence and forms utilizing Microsoft Office suite; processing paperwork and recordkeeping (IEP's, enrollment/change forms, requisitions, classroom inventories, purchase orders, etc.); staff and student data entry and management to include attendance, personnel and payroll records; interacting with students and families on a daily basis, and other duties as assigned by supervisor.

Qualifications: *Promotional:* One (1) year of permanent competitive class status in the title of Typist I, Stenographer I, Data Entry Equipment Operator, or Word Processing Machine Operator.

Open-Competitive: Two (2) years of full-time clerical experience including typing.

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 Typist II eligibility list.

Salary: Grade 9; \$38,280-\$42,726

Starting Date: As soon as possible

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

To apply, please forward cover letter and resume to: www.olas.jobs.org/central

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