

# Vacancy Notice

# OCMBOCES

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

**Position:** Clerk II

**Division:** Administration – Certification Office

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

**Duties:** Provides information to the public regarding certification and personnel requirements. Receives and responds to incoming telephone calls, 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 completing documents and certification records 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, Library 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 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 **Clerk II** list.

**Salary:** Grade 7; \$28,486 - \$29,729

**Starting Date:** On or about October 25, 2021

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

**To apply send resume and cover letter to:**

Personnel Department/Recruitment Office  
 Onondaga-Cortland-Madison BOCES  
 PO Box 4754, Syracuse, NY 13221  
 Fax: (315) 433-2650

**recruitment@ocmboces.org**  
[www.ocmboces.org](http://www.ocmboces.org)

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