

Vacancy Notice

OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Typist I*

Division: Personnel

Location: Main Campus, 110 Elwood Davis Rd, Liverpool, NY

Duties: Responsible for general clerical and typing responsibilities (to include answering telephones and taking messages; typing correspondence and general reports; filing; etc.) Other duties as assigned by supervisor.

Qualifications: 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 I** eligibility list. *For more information on civil service, visit: <http://www.ongov.net/employment/jobs/>*

Salary: \$26,339 - \$27,491

Starting Date: As soon as possible

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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