

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Typist I*

Division: Certification Office

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

Duties: Provides information to the public regarding certification requirements, receives and responds to incoming telephone calls regarding certification, maintains a phone log. Gives routine information regarding certification procedures and requirements, and composes routine letters. Receives and screens certification applications and documentation for accuracy of content and compliance with NYSED Certification procedures and requirements. Posts and/or updates simple and routine data for Certification Office records and compiles and types reports based on tabulations of posted data. Opens and distributes Certification Office mail; sorts, indexes, and files documents, transcripts, correspondence, and other material.

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:

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