



Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: Typist II (*Substitute Service Operator*)  
 Division: Substitute Service, reporting to Labor Relations  
 Location: Main Campus, 110 Elwood Davis Road, Liverpool, NY  
 Duties: Provide direct support to the OCM BOCES Substitute Call-in Service utilized by the OCM BOCES subscribing component Districts, and report to the Substitute Service Coordinator and the Director of Labor Relations. **The work hours for this position are 600 a.m. to 2:00 p.m., Monday through Friday.**

The Duties for this position include:

Full Management of Multi-District Sub Service System including:

1. Management of System Supplier – PowerSchool
  - a. Support for installations/upgrades/problem resolutions
  - b. Modification and maintenance of al system data
  - c. Impact analysis of system changes
  - d. Daily monitoring of system performance
2. User Support – Districts/Employees/Substitutes
  - a. Marketing of system to new Superintendents and/or Boards of Education
  - b. Complete implementation support including data collection and loading
  - c. Customization for Academic and Summer School requirements
  - d. Training of all users (substitutes as well as District staff)
  - e. Single point of contact for Customer Service/Help Desk function
  - f. Provide ongoing data and system monitoring
  - g. Monitor substitutes and advise Districts regarding filling and substitutes and hours worked
  - h. Analysis and reporting
  - i. System data entry for all users

Qualifications: **Promotion:** One (1) year of permanent competitive class status as a Typist I, Typist I (Spanish Speaking), Stenographer I or Data Entry Equipment Operator.  
**Open-Competitive:** Two (2) years of office experience, or its part-time equivalent, which must have included typing and clerical work as a primary function of the job; or  
 An Associate’s degree in Business or Administrative Assistant, or a closely related field, which must have included coursework in typing, keyboarding and/or word processing.

*Note: Post-secondary education from a regionally accredited college, university or business school or one accredited by the New York State Board of Regents to grant degrees with a concentration in Secretarial Science or Administrative Assistant may be substituted for the above experience on a year for year basis.*

This is a competitive class civil service position. Candidates currently in municipal service in Onondaga County in the title of Typist II are eligible for appointment. Candidates meeting the open-competitive qualifications 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: Starting at \$33,856 depending on experience

Starting Date: On or about July 25, 2022

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

**To apply, please forward cover letter and resume to:**

Personnel/Recruitment Office  
 Onondaga-Cortland-Madison BOCES  
 PO Box 4754  
 Syracuse, NY 13221  
 Fax: (315) 433-2650  
[recruitment@ocmboces.org](mailto:recruitment@ocmboces.org)  
[www.ocmboces.org](http://www.ocmboces.org)  
 Equal Opportunity Employer