

Vacancy Notice

OCMBOCES

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: Personnel Aide

Division: Administration (Personnel)

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

Duties: Is responsible for BOCES Recruitment and Cooperative Recruitment for participating component districts to include placing classified ads, monthly billing, and payment of invoices. Coordinates fingerprinting for BOCES employees including requesting clearances/terminations through TEACH; maintains fingerprint escrow account. Clerical support entering health and dental insurance enrollments/ terminations/changes into respective company web sites. Other duties as assigned including overflow for the department, as needed. Proficiency in MS Office preferred.

Qualifications: Promotion: Two (2) years of permanent competitive class status in an entry level or second level clerical title.

Open Competitive: Two (2) years of clerical work experience, or it's part-time equivalent.

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 **Personnel Aide** eligibility list.

Salary: To be determined

Starting Date: On or about August 22, 2021

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

To apply, please forward cover letter and resume to:

Personnel Department/Recruitment Office
 Onondaga-Cortland-Madison BOCES
 PO Box 4754
 Syracuse, NY 13221
 Fax: (315) 433-2634
recruitment@ocmboces.org

www.ocmboces.org

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