

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Typist II*

Division: Innovative Education

Location: Innovation Tech, OCM BOCES Thompson Road Campus, Syracuse, NY

Duties: Provide direct secretarial support for Innovation Tech High School. Duties include answering telephones, interfacing with students, parents and district personnel, typing correspondence and forms utilizing Microsoft Office suite and Google apps; processing paperwork and recordkeeping (enrollment/change forms, requisitions, classroom inventories, purchase orders, etc.); staff and student data entry and management to include attendance, personnel and payroll records; other duties as assigned by the supervisor.

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: A) 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, (B) 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 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 II eligibility list.

Salary: Grade 9; \$35,221 - \$37,510

Starting Date: As soon as possible

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

For questions regarding this Vacancy Notice, please contact:

Personnel/Recruitment Office
 Onondaga-Cortland-Madison BOCES
 PO Box 4754
 Syracuse, NY 13221
 Fax: (315) 433-2650
recruitment@ocmboces.org

www.ocmboces.org

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