

# Vacancy Notice

# OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

**Position:** *Administrative Assistant/Aide*

**Division:** Administration – Personnel Department

**Location:** Main Campus, 110 Elwood Davis Road, Liverpool, NY

**Duties:** Support the HR Director/School Attorney to include secretarial support, budget monitoring, answering phone calls, maintaining calendars, ordering supplies, process incoming mail, and post attendance. Maintains the Personnel Website. Works directly with the certification department with the bi-annual certification audit. Greets guests as they enter personnel suite. Other duties as assigned.

**Qualifications:** *Promotional:* (A) Two (2) years of permanent competitive class status in a third-level clerical or paraprofessional title. (B) Four (4) years of permanent competitive class status in a second-level clerical title. *Open-Competitive:* Graduation from a regionally accredited college or university with a Bachelor’s degree; OR Four (4) years of paraprofessional or professional level work experience, or its part-time equivalent; OR Four (4) years of clerical work experience which must have been in a supervisory capacity.

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 **Administrative Assistant/Aide** eligibility list.

**Salary:** Commensurate with experience

**Starting Date:** On or about January 3, 2023

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

**For questions regarding this Vacancy Notice, please contact:**

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