

Vacancy Notice

OCMBOCES



Committed to Your Success

Notice of vacancy within the Onondaga-Cortland-Madison BOCES

- Position: *Information Aide*
- Division: Administration – Personnel Department
- Location: Certification Office, Main Campus, 110 Elwood Davis Rd, Liverpool
- 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.
- Salary: \$27,704 - \$29,789
- Starting Date: As soon as possible
- Closing Date: Two (2) weeks from date Notice posted

To apply, forward current resume and cover letter to:
 Recruitment Office
 Onondaga-Cortland-Madison BOCES
 PO Box 4754
 Syracuse, NY 13221
 Phone: (315) 433-2634 / Fax: (315) 433-2650
recruitment@ocmboces.org
www.ocmboces.org

Equal Opportunity Employer