

Vacancy Notice

OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Administrative Aide*

Division: Special Education

Location: Crown Road Campus, 4500 Crown Road, Liverpool, NY

Duties: Assists Director in program planning, and coordination of policies & procedures within division. Monitors program budgets to ensure accuracy and examine spending history. Inputs data into SWISS, School Tools, and Professional Development in My Learning Plan for the department. Sets-up interviews for staff and coordinates Director and Committee meetings. Opens mail, answers correspondence or routes to proper unit, prepares reports, meets Director to be sure program goals are being met. Some nights and weekends may be required.

Qualifications: *Promotional:* Two (2) years of permanent competitive status in second level clerical position; or one (1) year of permanent competitive status in a third level clerical position. *Open Competitive:* Graduation from a regionally accredited NYS college or university with an Associate’s degree; OR, two (2) years of work experience assisting in the administration of a municipal program or agency; OR; two (2) years of clerical work experience, in other than an entry level clerical position.

This is a competitive class civil service position. Candidates must be reachable on the existing 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 Aide eligibility list.

Salary: Grade 10 - \$37,853 - \$40,214

Starting Date: On or about December 19, 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
 Phone: (315) 433-2634 / Fax: (315) 433-2650
recruitment@ocmboces.org
www.ocmboces.org

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