

# Vacancy Notice

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## Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Systems Training Assistant – Educational Data*

Division: Regional Information Center

Location: CNYRIC, 6075 East Molloy Road, Syracuse, NY

Duties: Assists with the initial training and support of personnel in the various PC applications available under the respective educational institution. This includes keyboard instruction, forms completion, screen display uses, and instruction manual use. Assists in research activities and preparation of materials for training programs, meeting and problems related to specific information processing applications. Maintains a task log of training activities and provides periodic written summary status reports to supervisor. Attends staff and user meetings for the purpose of knowledge acquisitions and recommending changes in training delivery to best service the application user. Assists user personnel with problems encountered with the software. Tests and documents software for use. Logs and analyzes all incoming data for accuracy when requested. Contacts school district personnel regarding errors detected; has errors corrected and gives instructions for eliminating these in the future. Acts in a liaison capacity with software vendor support personnel to resolve issues with software, hardware or supplies. Prepares report formats and coordinates time lines for report production. Assures that the integrity of the data and database is maintained and that data files and user procedures are updated and monitored in an accurate and timely manner. May develop and write documentation for various application programs. Other duties as assigned.

Qualifications: *Promotional:* Two (2) years of permanent competitive class status as a Control Clerk.

*Open-Competitive:* Graduation from a regionally accredited or NYS registered college or university with an Associate degree in Computer Science or a closely related field and one (1) year of work experience, or its part-time equivalent, in data processing product support and training; OR; three (3) years of work experience, or its part-time equivalent, in data processing product support and training. 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 **Systems Training Assistant** eligibility list.

Salary: Grade 11; \$40,395 - \$42,825

Starting Date: On or about January 3, 2023

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

**To apply, forward cover letter and resume to:**

Recruitment Office  
Onondaga-Cortland-Madison BOCES,  
PO Box 4754  
Syracuse, NY 13221  
[recruitment@ocmboces.org](mailto:recruitment@ocmboces.org)

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