

Vacancy Notice

OCMBOCES

Committed to Your Success



Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Administrative Aide*

Anticipated Vacancy

Division: Adult Education

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

Duties: Provide direct secretarial support to the Director and administrative team. Clerical and administrative support for the OCM BOCES Adult Education program, including typing of letters, contracts and briefs, work with Excel spreadsheets for data collection, scheduling of meetings, maintenance of program budget, and any other duties as assigned by supervisor. Must have thorough knowledge of Microsoft Office and Adobe products. Familiarity with purchase orders and purchasing procedures preferable but not required. Candidate must have the ability to multi-task, prioritize work duties, strong organizational skills, strong interpersonal skills and be willing to learn.

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.

Candidates currently in municipal service in Onondaga County in the title of Administrative Aide are eligible for appointment. Candidates meeting the open-competitive qualifications 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: Starting at **\$37,853**, depending on experience

Starting Date: On or about January 23, 2023

Closing Date: One (1) week from date Notice posted

To apply, send cover letter and resume to:
Personnel Department/Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754
Syracuse, NY 13221
Fax: (315) 433-2650

****INTERNAL POSTING – OPEN TO CURRENT OCM BOCES EMPLOYEES ONLY****