

# Vacancy Notice

# OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

**Position:** *Typist II*

**Division:** Instructional Support Services-Mid-State RBERN

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

**Duties:** Provide direct secretarial support for Mid-State RBERN. Duties to include; general clerical, answering telephones, taking messages, typing correspondence, ordering supplies, budgeting, etc., utilizing Microsoft Office suite; Strong knowledge of excel, database programs, the ability to proofread, and strong organizational skills required. *Ability to carry out oral and written directions in Spanish preferred.*

**Qualifications:** *Promotional:* One (1) year of permanent competitive class status in the title of Typist I, Stenographer I, Data Entry Equipment Operator, or Word Processing Machine Operator.

*Open-Competitive:* Two (2) years of full-time clerical experience including typing.

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 **Typist II** eligibility list.

**Salary:** Grade 9; \$35,221 - \$37,510

**Starting Date:** As soon as possible

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

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

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