

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

- Position: *Typist II*
- Division: Adult Education
- Location: Main Campus, 110 Elwood Davis Rd, Liverpool, NY 13088
- Duties: Provide direct support for admissions and financial aid processing in the Student Services division of Adult Education. Duties include coordinating admissions documentation, answering telephone for support and advisement, replying to email inquiries, interfacing with prospective students, proctoring admissions testing, processing paperwork, recruitment of adult students, and recordkeeping and data entry. Utilization of Microsoft Office suite, Google drive and maintenance of database information is required also. Other duties as assigned by supervisor.
- Qualifications: 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, or to apply, please contact:

Recruitment Office
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