

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Typist II*

Division: Innovative Education: STARS Alternative HS

Location: Thompson Road Campus, 6820 Thompson Road, Syracuse, NY

Duties: Provide direct secretarial support for STARS Alternative High School. 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, familiarity with Google Docs and strong organizational skills required.

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. *For more information on civil service, visit:* <http://www.ongov.net/employment/jobs/>

Salary: Grade 9; \$36,558 - \$39,733

Starting Date: To be determined

Closing Date: OPEN

For questions regarding this Vacancy Notice, please contact:

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