

Vacancy Notice



Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Typist II*

Division: Instructional Support Services

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

Duties: Provide direct secretarial support for Instructional Support Services. 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.

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; \$36,558 - \$39,733

Starting Date: As soon as possible

Closing Date: OPEN

**Please submit a letter of interest and resume to:
recruitment@ocmboces.org**

Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754
Syracuse, NY 13221
www.ocmboces.org

Equal Opportunity Employer

#5591