

Vacancy Notice

OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Administrative Assistant*

Division: Administration

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

Duties: Assist Deputy Superintendent and Assistant Superintendents in program planning, administrative support and coordination of policies & procedures within several divisions across OCM BOCES. Monitor program budgets to ensure accuracy and make any revisions that are necessary. Set-up interviews for staff and coordinate new staff orientation. Answer questions regarding the BOCES programs and objectives. Open mail, answer correspondence and route to proper department. Prepare reports, set up meetings and coordinates calendars for Deputy Superintendent and Assistant Superintendents.

Qualifications: *Promotional:* (A) Two (2) years of permanent competitive class status in a third-level clerical or paraprofessional title. (B) Four (4) years of permanent competitive class status in a second level clerical title. *Open-Competitive:* Graduation from a regionally accredited college or university with a Bachelor’s degree; OR Four (4) years of paraprofessional or professional level work experience, or its part-time equivalent; OR Four (4) years of clerical work experience which must have been in a supervisory capacity.

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 **Administrative Assistant** eligibility list.

Salary: TBD

Starting Date: On or about October 1, 2023

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

For questions regarding this Vacancy Notice, please contact:

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