

Vacancy Notice

OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Typist II*

Division: Youth Development - 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
 Telephone: (315) 433-2638 Fax: (315) 433-2650
recruitment@ocmboces.org

OR

**Register and apply at: www.olasjobs.org
www.ocmboces.org**

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