

Vacancy Notice

Date notice posted: 02/14/25



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: The Youth Development Department Secretary plays a pivotal role in supporting the efficient functioning of the Youth Development Department within our BOCES organization. This role involves a blend of clerical duties, communication management, and organizational support to ensure the smooth operation of youth-focused programs and initiatives.

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; \$38,280-\$42,726

Starting Date: As soon as possible

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

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) 433-2634 Fax: (315) 433-2650

recruitment@ocmboces.org

www.ocmboces.org

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