

Vacancy Notice

OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Administrative Aide – Section III*

Division: Business Services

Location: Section III Office, Brittonfield Park

Duties: This position is responsible for assisting the Leadership Team of Section III in managing the day-to-day activities in conjunction with the OCM BOCES Business Office. Responsible for administrative support including greeting visitors, answering calls, maintain calendars, scheduling meetings, supply and equipment orders, coordinating events and handling correspondence with school administrators. Assist with evening and weekend events and special projects as needed.

Qualifications: *Promotional:* Two (2) years of permanent competitive status in second level clerical position; or one (1) year of permanent competitive status in a third level clerical position.

Open Competitive: Graduation from a regionally accredited NYS college or university with an Associate’s degree; OR, two (2) years of work experience assisting in the administration of a municipal program or agency; OR; two (2) years of clerical work experience, in other than an entry level clerical position.

Candidates currently in municipal service in Onondaga County in the title of Administrative Aide are eligible for appointment. Candidates meeting the open-competitive qualifications will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the Administrative Aide eligibility list.

Salary: Starting Range **\$39,216-\$42,451** (depending on experience)

Starting Date: As soon as possible

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

**To apply, please forward cover letter and resume to:
recruitment@ocmboces.org**

Personnel/Recruitment Office
Onondaga-Cortland-Madison BOCES, PO Box 4754, Syracuse, NY 13221
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