

Vacancy Notice

OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Typist II*

Division: Career and Technical Education

Location: Cortlandville Campus, 1710 NYS Route 13, Cortland, NY 13045

Duties: Provide direct secretarial support for the Career and Technical Education office. Duties include answering telephones, typing correspondence and forms utilizing Microsoft Office suite; processing paperwork and recordkeeping (student information forms, requisitions, classroom inventories, purchase orders, etc.); assign substitute teachers, organize and set up for meetings and presentations, staff and student data entry and management to include attendance, personnel and payroll records; other duties as assigned by supervisor.

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: To be determined

Closing Date: OPEN

To apply, please forward a Cover Letter and Resume to: recruitment@ocmboces.org

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