

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Administrative Assistant*

Division: Administration

Location: CNYRIC, 6075 East Molloy Road, Syracuse, NY

Duties: Responsible for assisting the Director & Assistant Directors of the CNY Regional Information Center in the performance of administrative duties including secretarial support, personnel management, budget monitoring, contract adjustment preparation and tracking, and other duties as assigned. A high level of proficiency in Google Workspace, Microsoft Word & Excel is required (knowledge of Adobe InDesign would be helpful). An aptitude to learn specialized financial software is necessary. Successful candidates will possess exceptional interpersonal skills, be motivated, ethical, and highly organized with the ability to work independently.

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: \$45,000-\$52,000

Starting Date: On or about May 28th, 2025

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

To apply, forward cover letter and resume to:

recruitment@ocmboces.org

Personnel / Recruitment Office

Onondaga-Cortland-Madison BOCES

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