

Vacancy Notice

OCMBOCES

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Typist II* ****Internal Posting****

Division: Administration (Personnel)

Location: Main Campus, 110 Elwood Davis Road, Liverpool, NY

Duties: Handles BOCES Cooperative Recruitment for participating component districts including placing classified ads, monthly billing and payment of invoices; maintains the Employment Opportunities section of the BOCES website; creates vacancy notices and places classified ads for BOCES positions. Other duties including overflow for the department, as needed. Proficiency in MS Office preferred.

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: Commensurate with experience.

Starting Date: On or about July 1, 2025

Closing Date: One (1) week from date Notice posted

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

INTERNAL POSTING-OPEN TO CURRENT OCM BOCES EMPLOYEES ONLY

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