

Vacancy Notice

OCMBOCES

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: Personnel Aide

Internal Posting

Division: Administration (Personnel)

Location: Main Campus, 110 Elwood Davis Rd., Liverpool, NY

Duties: Provide overall support to the personnel department. Prepare and maintain personnel records for all regular and summer school employees. Review and prepare personnel and related records for the Board Agenda. Maintain accurate and up-to-date personnel records and supply pertinent information to BOCES employees relating to Worker's Compensation as well as other duties as assigned.

Qualifications: Promotion: Two (2) years of permanent competitive class status in an entry level or second level clerical title.

Open Competitive: Two (2) years of clerical work experience, or it's part-time equivalent.

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 **Personnel Aide** eligibility list.

Salary: Commensurate with experience.

Starting Date: On or about July 1, 2025

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

To apply, please forward cover letter and resume to:

Personnel Department/Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754
Syracuse, NY 13221
Phone: (315) 433-2638/Fax: (315) 433-2634
recruitment@ocmboces.org

www.ocmboces.org

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INTERNAL POSTING-OPEN TO CURRENT OCM BOCES EMPLOYEES ONLY

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