

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Photocopy Machine Operator*

Division: Central New York Regional Information Center – *Printing Services*

Location: CNYRIC, 6075 E Molloy Rd., Syracuse, NY 13211

Duties: Set-up and operate high volume photocopy machines, bindery, and finishing equipment on second shift in a computerized copy center. Attention to detail and ability to follow written and verbal instructions is critical. Successful candidate may be scheduled at various local sites based on need, and travel may be required.

Qualifications: Six (6) months of work experience, or its part time equivalent, in the reproduction of material through photographic and xerographic processes, e.g. photocopies blueprints and microfilms.

Salary: Grade 6; \$32,692-\$37,840 – plus second shift differential

Starting Date: As soon as possible

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

To apply, forward cover letter and resume to:

Personnel / Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754
Syracuse, NY 13221
Fax: (315) 433-2650
recruitment@ocmboces.org

www.ocmboces.org

Equal Opportunity Employer

**Visa sponsorship is not provided*

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