

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: Thompson Road Campus, 6820 Thompson Rd, NY 13211

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; \$40,487-\$45,888

Starting Date: As soon as possible

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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