

Vacancy Notice

OCMBOCES

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Typist II*

Division: Instructional Support Services-Mid-State RBERN

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

Duties: Provide direct secretarial support for Mid-State RBERN. Duties to include; general clerical, answering telephones, taking messages, typing correspondence, ordering supplies, budgeting, etc., utilizing Microsoft Office & Google suites; Strong knowledge of accounting processes, database programs, the ability to proofread, and strong organizational skills required.

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 – Commensurate with experience

Starting Date: As soon as possible

Closing Date: OPEN

Applications are only accepted on-line. Register and apply at: www.olasjobs.org

Email: recruitment@ocmboces.org

Recruitment Office

Onondaga-Cortland-Madison BOCES

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www.ocmboces.org

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**Visa sponsorship is not provided*