

Vacancy Notice

OCMBOCES

Committed to Your Success



Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Typist II*

Division: Innovative Education

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

Duties: Provide direct secretarial support for Innovation Tech High School. Duties include answering telephones, interfacing with students, parents and district personnel, typing correspondence and forms utilizing Microsoft Office suite and Google apps; processing paperwork and recordkeeping (enrollment/change forms, requisitions, classroom inventories, purchase orders, etc.); staff and student data entry and management to include attendance, personnel and payroll records; other duties as assigned by the supervisor.

Qualifications: Promotion: One (1) year of permanent competitive class status as a Typist I, Stenographer I or Data Entry Equipment Operator.

Open Competitive: A) Two (2) years of office experience, or its part-time equivalent, which must have included typing and clerical work as a primary function of the job; or, (B) An Associate's degree in Business or Administrative Assistant, or a closely related field, which must have included coursework in typing, keyboarding and/or word processing. Note: Post-secondary education from a regionally accredited college, university or business school or one accredited by the New York State Board of Regents to grant degrees with a concentration in Secretarial Science or Administrative Assistant may be substituted for the above experience on a year for year basis.

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: Two (2) weeks from date Notice posted

To apply, please forward a Cover Letter and Resume to: recruitment@ocmboces.org

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

www.ocmboces.org

Equal Opportunity Employer