

Vacancy Notice

OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Typist II*

Division: Health & Safety

Location: Thompson Road Campus, O&M Building, Syracuse, NY

Duties: Provide direct secretarial support for the Health & Safety office. Duties include answering telephones, typing correspondence and forms utilizing Google Suite; processing paperwork and recordkeeping; organizational skills a must; detail oriented and the ability to work independently at times, knowledge of WinCap a plus and 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: \$38,280-\$42,726

Starting Date: On or about August 5, 2024

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

To apply, please forward cover letter and resume to:
recruitment@ocmboces.org

Personnel/Recruitment Office
Onondaga-Cortland-Madison BOCES
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Syracuse, NY 13221

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