Vacancy Notice

OCMBOCES

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position:	*Clerk II*
Division:	Administration – Adult Education
Location:	Main Campus, 110 Elwood Davis Road, Syracuse, NY
Duties:	Provides information to the public regarding adult training programs, entrance requirements, financial aid appointments, and program enrollment. Receives and responds to incoming telephone calls, maintains a phone log, composes routine letters and memos, assists with setup for entrance assessments and financial aid meetings, processes incoming and outgoing mail. Receives and examines required documents for program enrollment, checks for accuracy and completeness of documents and application forms; records and files documents. Establishes and maintains records, assists prospective and newly enrolled students in completing required documentation, and other duties as assigned by supervisor
Qualifications:	*Promotional:* One (1) year of permanent competitive class status as a Clerk I, Typist I, Stenographer I, Account Clerk I, Library Clerk I, Ward Clerk, Data Entry Equipment Operator, Word Processing Machine Operator, Account Clerk-Typist I, Stock Clerk WIC Assistant, or Public Health Assistant.
	Open-Competitive: Two (2) years of clerical experience.
	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 **Clerk II** list.
Salary:	Grade 7; $32,859-$37,245
Starting Date:	On or about November 1, 2024
Closing Date:	Two (2) weeks from date Notice posted

To apply send resume and cover letter to:
Mari Ukleya, mukleya@ocmboces.org

Personnel Department/Recruitment Office
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