

Vacancy Notice

OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Typist II*

Division: Adult Education

Location: Main Campus, 110 Elwood Davis Rd, Liverpool, NY 13088

Duties: Provide direct support for the adult literacy program in Adult Education. Duties include scheduling entrance assessments and orientations, answering telephone for support and advisement, replying to email inquiries, interfacing with prospective students, proctoring admissions testing, recruitment of adult students, and recordkeeping and data entry. Utilization of Microsoft Office suite, Google drive and maintenance of database information is required also. 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: As soon as possible

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

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

Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754
Syracuse, NY 13221
recruitment@ocmboces.org

www.ocmboces.org

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