



VACANCY NOTICE

TITLE: Senior Typist

LOCATION: Support Services, Norwich, NY

REPORTS: Coordinator of School Health & Safety and Director of Facilities

TERMS: Full-time, 12 months

QUALIFICATIONS: Candidates must meet minimum Civil Service requirements for Senior Typist, including: High school diploma and 1-3 years of full-time paid clerical experience which involves typing.

**RESPONSIBILITIES/
DUTIES:** Selected candidate will perform a variety of moderately difficult clerical and typing work in a school environment, as assigned by the Coordinator and Director. Please review Civil Service job specification for a full description of possible responsibilities and duties.

SALARY/BENEFITS: Salary and benefits as per Clerical and Technical Working Conditions.

STARTING DATE: As soon as possible

TO APPLY: Send cover letter, resume and DCMO BOCES Application to the Human Resources Department by February 18, 2019

DCMO BOCES Application found at:

<http://www.dcmoboces.com/application>

Apply online

<https://dcmo.mightyrecruiter.com>

By mail:

Human Resources Department
Delaware-Chenango-Madison-Otsego BOCES
6678 County Road 32
Norwich, NY 13815-3554

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02/11/2019