



ANTICIPATED VACANCY NOTICE

TITLE: Account Clerk – Print Shop

LOCATION: Support Service Center; Norwich, NY

REPORTS: Print Shop Manager

TERMS: Full-time, 12 months

QUALIFICATIONS: Competitive Civil Service position. Candidates must meet the minimum Civil Service qualifications and successfully complete the exam.

Minimum qualifications:

A. 1 Graduation from high school or possession of a New York State equivalency diploma, and one year of full-time paid experience maintaining financial accounts and records; OR

B. Two years of experience as described in (A) above; OR

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) Above.

RESPONSIBILITIES/DUTIES: Knowledge of Google Drive, Microsoft Excel and Word; attention to detail; good mathematical computational skills; organizational skills; good communication and listening skills; level of professionalism; ability to work independently, while under general supervision.

SALARY/BENEFITS: \$13.20 – 15.00 per hour; generous insurance and leave benefits based on the BOCES Educational Support Personnel Association (BESPA)

STARTING DATE: As soon as possible.

TO APPLY: Send cover letter, resume, Delaware County civil service application and DCMO BOCES application.
Applications reviewed as received.

DCMO BOCES Application found at:
<http://www.dcmoboces.com/application>

Delaware County civil service application found at:
http://www.co.delaware.ny.us/departments/pers/docs/employee_docs/DC%20Application%2020191121%20savable.pdf

Apply online:
<https://dcmo.mightyrecruiter.com>

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

DCMO BOCES does not discriminate based on actual or perceived race, color, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight, predisposing genetic characteristic, domestic violence victim status, or any other basis prohibited by New York State and/or federal non-discrimination laws.