



ANTICIPATED VACANCY NOTICE

- TITLE:** Senior Typist
- LOCATION:** BOCES wide: Chenango Campus, Norwich, NY; Harrold Campus, Sidney Center, NY
- REPORTS:** Director of Special Education and/or Director of Career and Technical Education
- TERMS:** Full-time, 12 months
- QUALIFICATIONS:** Competitive Civil Service position. Candidates must meet the minimum Civil Service qualifications and successfully complete the exam.
- MINIMUM QUALIFICATION:**
- Either: A. (1) Graduation from high school or possession of a high school equivalency diploma and (2) one year of clerical experience which shall have involved typing; Or
- B. Three years of clerical experience which shall have involved typing; Or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).
- NOTE:** Must pass a qualifying keyboarding test at the rate of 35 wpm.
- RESPONSIBILITIES/DUTIES:** Selected candidate will perform a variety of moderately difficult clerical and typing work in a school environment, as assigned by the Department Director(s); may be responsible for the maintenance of personnel records; working from data, typing, reporting; conducts routine correspondence; Reporting and review for clerical accuracy and completeness; other duties as assigned
- SALARY/BENEFITS:** Hourly rate, benefits and leave benefits as per Clerical and Technical Working Conditions
- STARTING DATE:** To be determined
- 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:
www.OLASjobs.org
-or-
<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.