



VACANCY NOTICE

TITLE: Administrative Aide

LOCATION: Support Services Center (142 Whaupanaucan Rd, Norwich, NY 13815)

REPORTS: Health & Safety Coordinator

TERMS: Full-time, 12 months

QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three years of full time paid, or its part time equivalent, clerical work experience; OR
Five years of full time paid, or its part time equivalent, clerical work experience

RESPONSIBILITIES/DUTIES: May act as a secretary to an administrator; schedules, makes appointments, and updates calendars; compiles data from records for incorporation in various reports and management systems; provides routine information to the public and/or other agencies on request and by direction of a supervisor; may process vouchers, receipts, code and file requisitions, correspondence, reports and other material; may screen parents and visitors; uses automated office equipment for the purpose of maintaining office records and compiling reports; other duties and assigned. May require work outside of normal working hours and/or in alternate locations (e.g.: conference center for a workshop).

SALARY/BENEFITS: \$15.15 - \$21.15 per hour.

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:
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.