



# DCMO BOCES

## VACANCY NOTICE

**TITLE:** Human Resource Clerk

**LOCATION:** Support Service Center, Norwich, NY

**REPORTS:** Human Resource Technician

**TERMS:** Full-time, 12 months

**QUALIFICATIONS:** Competitive Civil Service position. Candidates must meet the minimum Civil Service qualifications and successfully complete the exam. Demonstrated clerical experience with responsibilities for personnel transactions. Strong computer and data literacy skills. Excellent organizational skills and communication skills. Basic knowledge of State and Federal labor laws.

**RESPONSIBILITIES/DUTIES:** Under general supervision, performs moderately difficult, specialized clerical duties related to Human Resources and office support functions. Communicates effectively with business partners and external customers to gather information and resolve questions. Ensures the HR department is organized and operates efficiently to attract, hire and retain employees. HR Clerk responsibilities include assisting with the following:

- Recruiting; New employee onboarding; Processing personnel changes; Maintaining organizing of department files (paper & electronic); Processing documentation relating to personnel activities; Appropriately responding to employee requests regarding HR issues, rules, policies and regulations.

**SALARY/BENEFITS:** Competitive pay and benefits based on Non Represented Working Conditions.

**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](http://www.co.delaware.ny.us/departments/pers/docs/employee_docs/DC%20Application%2020191121%20savable.pdf)

Apply online:  
[www.OLASjobs.org](http://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.