



# VACANCY NOTICE

**TITLE:** Printer Helper (Multiple positions)

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

**REPORTS:** Print Shop Supervisor

**TERMS:** Part-time Seasonal, As Needed

**QUALIFICATIONS:** No specific qualifications for this position.

**RESPONSIBILITIES/DUTIES:** Assists in preparing printed materials for binding, collating, laminating, cutting, sorting, boxing and loading print shop orders; Shredding of confidential documents; Mail sorting and labeling for bulk mail order; Assists with unloading trucks; Cleans print stop as needed. Performs other duties when not involved in printing; May deliver print shop jobs to outlying school districts.

**SALARY/BENEFITS:** \$13.20/hour

**STARTING DATE:** As soon as possible.

**TO APPLY:** Send 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.