



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: \$14.20/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

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

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