



ANTICIPATED VACANCY NOTICE

TITLE: Receptionist

LOCATION: Support Service Center; Norwich, NY

REPORTS: Director of Management Services

TERMS: Full-time, 12 months

QUALIFICATIONS: Competitive Civil Service position. Candidates must meet the minimum Civil Service qualifications and successfully complete the exam.
Graduation from high school or high school equivalency diploma and one year clerical experience which must have involved public contact; or
Three years clerical experience, which must have involved public contact.

RESPONSIBILITIES/DUTIES: Operate phone system, greet visitors, receive mail and package deliveries and route appropriately, review financial reports for completeness and accuracy, schedule meetings, stock conference rooms, miscellaneous office tasks

SALARY/BENEFITS: Starting salary range \$13-\$15 per hour based on experience.

STARTING DATE: November 2021

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.