



A BOCES providing world-class opportunities for the districts we represent.

To provide leadership and support systems through teamwork with component districts to enhance student outcomes and lifelong learning.

Start Date: As soon as possible

Location: NCOC in Grand Gorge

Application Deadline: Open until filled

Salary: \$27,731
Plus up to an additional \$600 for college credits

NCOC
2020 Jump Brook Road
P.O. Box 382
Grand Gorge, NY 12434
(607) 588-6291

OAOC
1914 County Route 35
Milford, NY 13807
(607) 286-7715

Center Street School
31 Center Street
Oneonta, NY 13820
(607) 431-2562

humanresources@oncboces.org

www.oncboces.org

ONC BOCES is an Equal Opportunity Employer

Keyboard Specialist

One (1) full-time, 12-month, ESPA Unit, Competitive Civil Service, provisional position located in the Distance Learning Office at NCOC in Grand Gorge.

Qualifications and Responsibilities

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and one (1) year of typing experience or its part-time equivalent required. Three (3) years of office experience is preferred. See the full Civil Service Job Description below.

The selected candidate will be responsible for, but not limited to: scheduling rooms, distributing materials, notifications, and taking minutes for meeting as requested; work with the team to create monthly newsletter and yearly directory; textbook distribution and tracking; accounts payable and receivable; update contact lists; assist with reports; assist with budget preparation as needed; and other duties as requested.

Application

We encourage qualified applicants to submit their resumé, application, transcripts and references to: www.olasjobs.org/southern

Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.

The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.

Qualifications and Responsibilities, continued...

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the performance of standardized clerical tasks and the full-time or substantial part-time operation of equipment requiring the manipulating of an alphanumeric keyboard to produce printed copy. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, crosschecking or other steps in the clerical process. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives and organizes work to be typed determining document format;

Types/creates correspondence, documents, records and other written material in final or draft form using handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material;

Proofreads and corrects work producing accurate, clean and complete typed copy;

Prepares stores and retrieves lists and documents;

Answers telephone and gives out routine information;

Updates and stores department forms on word processor or computer;

Orders office supplies and maintains inventory of supplies and equipment;

Sorts, date stamps and distributes mail and packages;

Performs routine equipment maintenance tasks;

Serves as receptionist and greets clients and/or visitors;

Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;

Schedules meetings and appointments;

May collect fees and account for monies received;

Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;

Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balance to appropriate ledgers;

May prepare and maintain time records and payroll data.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to operate an alphanumeric keyboard such as a personal computer, typewriter, or word processor at an acceptable rate of speed; ability to set up appropriate forms, charts and other tabular listings; ability to perform close, detail work involving considerable visual effort and strain; ability to understand and follow oral and written instructions; ability to maintain neat and legible records; ability to communicate effectively, both orally and in writing; tact and courtesy; physical condition commensurate with the demands of the position.