



OTSEGO NORTHERN CATSKILLS
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

People are the core of Otsego Northern Catskills BOCES. We believe in the well-being and happiness of our employees and take pride in taking care of our team members by providing exceptional benefits that support their overall quality of life. We know that employees that are happy and healthy help us to provide world-class opportunities for our students and districts.



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

ONC BOCES is seeking a Keyboard Specialist for the Distance Learning office at NCOC in Grand Gorge.

Qualified candidates will have the below minimum Civil Service requirements:

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. Two (2) 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.

Salary: \$29,440 plus up to an additional \$600 for college credits

Paid holidays, generous sick and vacation time, NYS retirement, EAP, continuing education assistance, and exceptional insurance, including retiree health insurance, are available.

For more information, please contact:
humanresources@oncboces.org

[www.oncboces.org /jobs](http://www.oncboces.org/jobs)

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, creed, color, national origin, sex, sexual orientation, gender identity, religion, ethnicity, pregnancy, family status, age, marital status, genetic predisposition, military status, domestic violence victim status, disability and any other class protected by state or federal law 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.

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.