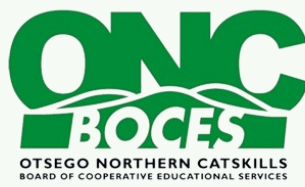


People are the core of Otsego Northern Catskills BOCES. ONC BOCES administrators, program managers, faculty and staff are experts in their fields and build effective partnerships with component school districts. ONC BOCES focuses on ways to both lead and support our component school staff, students and communities. Our partnerships with school districts and our communities help us provide the best possible education for learners of all ages and abilities.

- Position:** Keyboard Specialist — Full-time, 12-month, Unit Support, Competitive Civil Service position
- Location:** The Otsego Area Occupational Center in Milford
- Qualifications:** Graduation for High School or possession of a High School Equivalency Diploma and one (1) year of typing experience or its part-time equivalent. Experience working in an office environment preferred.
- Responsibilities:** The successful candidate will be part of the Main Office team and will be responsible for basic clerical duties including, but not limited to, sending out reports to the school districts we serve as well as students families, assist with student data management software to keep adequate records of students both electronically and on site, work with data specialist to oversee student enrollment, as well as reporting course grading and attendance verifications of students.
- Starting Date:** February 2021
- Application Deadline:** February 12, 2021
- Salary:** \$24,585.00
- Apply To:** www.olasjobs.org/southern
- Further Information Contact:** humanresources@oncboces.org
- Additional Information:** 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.



Responsibilities:

Civil Service Job Description:

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, cross-checking 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 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;
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.