



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: OAOC in Milford

Application Deadline:
Open until filled

Salary: \$32,000—\$35,500

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@oncbores.org

www.oncbores.org

*ONC BOCES is an Equal
Opportunity Employer*

Administrative Aide

One (1) full-time, 12-month, Non-Unit Support, Competitive Civil Service, provisional position.

Qualifications and Responsibilities

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and:

A. Completion of a minimum of 30 semester credit hours in a business administration, secretarial science or similarly related field from a regionally accredited or New York State registered college or university and two (2) years clerical work experience; OR

B. Three (3) years of paid clerical work experience or its part-time equivalent which included typing and maintaining financial records; OR

C. An equivalent combination of training and experience as defined by the limits of A and B above.

Responsibilities will include, coordinating and scheduling meetings, budget management support, processing POs, maintaining data, processing requests for information and applications, and other tasks as assigned by the supervisor. The successful candidate must possess excellent organization and customer service skills, have basic computer skills, including the Microsoft suite and google drive and have the ability to multitask in a busy work environment.

Please see the full Civil Service Job Description on the second page.

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, 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.

Qualifications and Responsibilities, continued...

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the performance of a variety of complex clerical and routine administrative duties within an agency. Work is performed under general supervision with leeway allowed for independent decision making regarding the application of agency policy and procedure. Supervision may be exercised over subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as secretary to a department head or other administrator;

Conducts correspondence on matters where policies and procedures are defined;

Uses computer and computer programs in the design and creation of various forms of multimedia, websites and online registrations;

Uses other automated office equipment for the purpose of maintaining office records and compiling reports;

Schedules and makes appointments for the department head or administrator;

Assembles a variety of data from office records for incorporation in various reports;

Maintains budget control data, figures and statistical data for agency information purposes;

Provides routine information to the public and/or other agencies on request and by direction of the department head or administrator;

May process checks, claims, vouchers, receipts, and code and file requisitions;

May interview and screen clients, salespersons and visitors;

May collect fees and account for monies received;

May instruct employees in the performance of specialized clerical work;

May assign or review work of other employees;

May maintain attendance records of office employees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of agency policies and procedures; good knowledge of office terminology, procedures and equipment; good knowledge of business English and arithmetic; good knowledge of maintenance of financial accounts and records; ability to use computer, computer programs, and other automated office equipment; ability to understand and apply complex written and oral directions; ability to plan and supervise the work of others; ability to meet and deal with the public; clerical aptitude; initiative and resourcefulness; depending on assignment, may be required to be a qualified typist: tact, courtesy, and integrity; physical condition commensurate with the demands of the position.