



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:** May 2022

**Location:** OAOC in Milford

**Application Deadline:**  
April 26, 2022

**Salary:** Per current ESPA contract

### **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](mailto:humanresources@oncboces.org)

[www.oncboces.org](http://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 Main Office at OAOC in Milford.

## ***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. Experience with Google Docs, bookkeeping, and excellent keyboarding skills preferred. See the full Civil Service Job Description below.

Working with a dynamic office team, this position is ideal for someone who enjoys meeting new people daily. Working in this position involves interaction with students, staff, and community members, which makes this person an integral part of our occupational center. Some light bookkeeping duties, along with welcoming others into the building and assisting staff and students will keep the successful candidate's day full of enjoyment.

## ***Application***

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