



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:** December 2022

**Location:** Center Street in Oneonta

**Application Deadline:** Open until filled

**Salary:** \$30,000—\$35,000 depending on experience

### **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

## ***Confidential Secretary to Employee Relations—Anticipated***

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

### ***Qualifications and Responsibilities***

Civil Service Title: Secretary I

Minimum Qualifications:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associates degree or higher in Administrative Assistant or related field and one (1) year of clerical experience which involved typing; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience which involved typing; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

The selected candidate will have the ability to work efficiently and accurately in a fast-paced environment; thorough knowledge of office terminology, practices and procedures; good knowledge of business arithmetic and strong ability to communicate in English, verbally and in writing; ability to handle routine administrative details independently; ability to operate a computer at a rapid rate of speed; ability to prepare and maintain program records and routine reports; ability to establish cooperative relations with the public and staff in other governmental and private agencies; ability to carry out oral and written directions accurately and thoroughly; ability to collect information for program operations.

### ***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.

[humanresources@oncboces.org](mailto:humanresources@oncboces.org)

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

*ONC BOCES is an Equal Opportunity Employer*

## ***Qualifications and Responsibilities, continued...***

### **DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class is responsible for independently performing complex clerical operations and administrative support tasks for a department head, administrative officer or program manager. Employees in this class work under general supervision receiving de-tailed instructions only where policies have not been determined. Employees in this class may exercise immediate supervision over the work of clerical assistants. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

- Types correspondence, memorandums, reports and other documents using a typewriter, word processor or personal computer;
- Maintains contacts with various departments, screening material submitted for compliance with policies and procedures before forwarding to department head for action or decision;
- Schedules appointments, answers inquiries by telephone and in person, and prepares answers to correspondence for department head signature;
- Maintains department personal and personnel files and directs the operation of the files system of the department (both manual and computerized);
- Receives and reads all mail addressed to supervisor, personally answering many letters;
- Transcribes correspondence from dictation equipment;
- May take minutes at meetings;
- Composes and types correspondence on matters where policies and procedures are well-defined;
- Screens calls or visitors to determine the nature of the inquiry and refers to appropriate party or office and answers inquire as appropriate;
- Schedules conferences, meetings and makes travel arrangements;
- Maintains and establishes confidential and general office files;
- Receives, sorts, and distributes incoming mail;
- Checks, codes and processes requisitions, claims and bills;
- Prepares and maintains financial, statistical and personnel records;
- Orders supplies and materials;
- Collects information to be used as a basis for reports and memorandums and prepares summaries;
- Answers telephone and gives out information.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of office terminology, practices and procedures; good knowledge of business arithmetic and English; good knowledge of the organization and functions of the office to which assigned; ability to handle routine administrative details independently; ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; ability to prepare and maintain program records and routine reports; ability to establish cooperative relations with the public and staff in other governmental and private agencies; ability to carry out oral and written directions; ability to collect information for program operations; physical condition commensurate with the demands of the position.