



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: \$33,000—\$38,000

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

www.oncboces.org

*ONC BOCES is an Equal
Opportunity Employer*

Administrative Assistant—Anticipated

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

Qualifications and Responsibilities

Minimum Qualifications:

(a) Graduation from high school or possession of a high school equivalency diploma and five years of full-time paid responsible office experience in a public agency or private business including at least one year in a supervisory capacity; or

(b) Graduation from a regionally accredited or New York State registered two-year college with an Associate Degree in business or public administration and two years full-time paid experience in a public agency or private business including at least one year of responsible supervisory office experience.

Secretary or Administrative Assistant experience is required. Knowledge of Wincap, SchoolTool, Google Suite, Microsoft Office Suite, and grant writing is preferred.

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 is an important administrative position, the primary purpose of which is to free the time of the department head for planning and policy-making and for attention to duties requiring technical knowledge. Work is performed in accordance with policies and objectives outlined by the executive, permitting the employee wide leeway for the exercise of independent judgment in applying policy to specific cases. Employee has responsibility for interpreting departmental policies to staff, and for training and supervising employees in work other than that of a technical nature.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists superiors in planning and administering in-service training programs for staff, in office methods and procedures and other non-technical fields;

Plans and supervises the collection, tabulation and analysis of statistical and financial data; Supervises and expedites the preparation of reports and the maintenance of records; Reads incoming mail and answers general correspondence;

Interviews applicants for work and advises superiors on hiring and related personnel matters;

Orients and trains new employees;

Confers with superior on departmental policy and operation;

Schedules periodic staff conferences for entire departmental personnel;

Prepares special studies on the operations of the department and makes confidential investigations as required by officials;

Performs related work necessary for the efficient execution of administrative functions of the department.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of principles and practices of office management, including a knowledge of personnel methods and procedures, organization, reporting and communication, and supervisory principles and techniques; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of statistical techniques, particularly in relation to the collection and tabulation of raw data; ability to train and supervise employees in office methods and procedures; ability to organize and lay out work for others; ability to get along well with subordinates and others and to secure their cooperation; pleasing personality and appearance; resourcefulness in the solution of complex administrative problems; tact and courtesy; dependability; good physical condition.