



BOCES Southern Westchester

THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES

TEL: (914) 937-3820 • FAX: (914) 937-7644 • WEB: www.swboces.org

DO
7/25/16

CAREER OPPORTUNITY

PLEASE POST

Posting# 072516-22

VACANCY: OFFICE ASSISTANT AUTOMATED SYSTEMS (0.8)

LOCATION: 450 Mamaroneck Ave. Harrison, NY

EFFECTIVE: ASAP

SALARY: \$32,674 – 33,328

RESPONSIBILITY:

- Provides general office support services in the operation of an assigned department;
- Uses computer applications (spreadsheets, word processing, calendar, e-mail & database software) in performing assignments;
- Enters data into various software applications to produce correspondence, forms, reports, statistical information, and other departmental data;
- Sets up automated filing systems for the storage & retrieval of data;
- Performs other related clerical tasks as required.

C.S. QUALIFICATIONS: Preference given to current civil service list for this title. All others must possess a high school or equivalency diploma and have a minimum of two years of office/clerical experience, one of which involved the use of computers for word processing or maintenance of records; Or graduation from a post high school program with a degree or certificate in secretarial sciences, office technology or closely related field.

All inquiries regarding this position should be forwarded to:

Suzanne Doherty
Director of Human Resources
BOCES Southern Westchester
17 Berkley Drive Rye Brook, NY 10573
Fax: 914-937-7644

CLOSING DATE FOR APPLICATIONS IS AUGUST 8, 2016

The Southern Westchester Board of Cooperative Educational Services, its officers and employees shall not discriminate against any student, employee or applicant on the basis of race, color, national origin, creed, religion, marital status, gender, age, handicapping condition, sexual orientation, or membership in the Boy Scouts or other designated youth groups. This policy of nondiscrimination includes: access by students to educational programs, counseling services for students, course offering and student activities, recruitment, appointment and promotion of employees and employment pay and benefits, and it is required by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Boy Scouts Equal Access Act, as amended and the promulgated thereunder, not to discriminate in such a manner. AN EQUAL OPPORTUNITY EMPLOYER

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