



BOCES Southern Westchester

THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES

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

AD
7/13/16

CAREER OPPORTUNITY

PLEASE POST

Posting # 071016-17

VACANCY: RECEPTIONIST (SPANISH SPEAKING)
LOCATION: CENTER FOR SPECIAL SERVICES (RYE LAKE CAMPUS)
EFFECTIVE: ASAP
SALARY RANGE: \$37,968

RESPONSIBILITY:

- Communicates orally and in writing in both English and Spanish; Provides interpretive and information service for Spanish speaking students and/or parents;
- Receives visitors, answers questions, refers to proper office or individual;
- Operates a telephone switchboard or multiple call directory;
- Performs miscellaneous clerical work;
- May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

C.S. QUALIFICATIONS: Preference given to current civil service eligible list for this title. All other candidates must be a high school graduate or possess an equivalency diploma and have one year of general office experience, including or supplemented by one year of experience involving contact with the public.

All inquiries regarding this position should be forwarded to:
Department of Human Resources
BOCES Southern Westchester
17 Berkley Drive Rye Brook, NY 10573
Fax: 914-937-7666

CLOSING DATE FOR APPLICATIONS IS JULY 27, 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

PLEASE DO NOT REMOVE FROM BULLETIN BOARD