BOCES Southern Westchester

THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES
TEL: (914) 937-3820 • FAX: (914) 937-7644 • WEB: www.swboces.org

CAREER OPPORTUNITY

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VACANCY: **SENIOR OFFICE ASSISTANT (AUTO SYSTEMS)**

LOCATION: PROFESSIONAL DEVELOPMENT - HARRISON

EFFECTIVE: ASAP – (8:00 A.M. to 1:30 P.M.)

SALARY RANGE: $37,277

RESPONSIBILITY:

- ENTERS DATA INTO VARIOUS SOFTWARE APPLICATIONS TO PRODUCE CORRESPONDENCE, FORMS, REPORTS, STATISTICAL INFORMATION AND OTHER DATA;
- EXPERTISE IN E SCHOOL DATA BASE; ABILITY TO GUIDE, INSTRUCT RELEVANT STAFF IN UTILIZATION OF SYSTEM;
- PROVIDES GENERAL ADMINISTRATIVE SUPPORT SERVICES TO ENHANCE THE OPERATION OF THE OFFICE TO WHICH THE INCUMBENT IS ASSIGNED;
- RECEIVES, SCREENS, REVIEWS AND VERIFIES PAPERS AND DOCUMENTS;
- ABILITY TO WORK IN A FAST-PACED DIVERSE ENVIRONMENT, SELF STARTER, SYSTEMS THINKER, EXCELLENT COMMUNICATION SKILLS

C.S. QUALIFICATIONS: PREFERENCE GIVEN TO CURRENT CIVIL SERVICE LIST FOR THIS TITLE. ALL OTHERS MUST POSSESS HIGH SCHOOL OR EQUIVALENCY DIPLOMA AND THREE YEARS GENERAL OFFICE/CLERICAL EXP., TWO OF WHICH INVOLVED THE USE OF COMPUTERS TO MAINTAIN RECORDS OR PRODUCE CORRESPONDENCE.

All inquiries regarding this position should be forwarded to:
James A. Gratto, Jr.
Director of Human Resources
BOCES Southern Westchester
17 Berkley Drive Rye Brook, NY 10573
Fax: 914-937-7644

CLOSING DATE FOR APPLICATIONS IS JULY 1, 2015

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