

# Cayuga-Onondaga BOCES

## JOB POSTING

**TITLE:**

Office Machine Operator (2021-2022 BOCES)

**JOB DESCRIPTION:**

This position involves the operation of office equipment which may include office duplicating and scanning equipment. For complete job description please visit:

<https://www.cayugacounty.us/DocumentCenter/View/8265/Office-Machine-Operator>

**MINIMUM QUALIFICATIONS:**

(A) Graduation from high school or possession of a New York State school equivalency diploma; **OR**

(B) One year of experience involving operation of photocopying and related office duplicating equipment

**ADDITIONAL INFORMATION:**

Full-time, 37.5 hrs/wk.

**COMPENSATION:**

\$24,375-\$26,211/yr.

**APPLICATION DEADLINE:**

Continuously Accepting Applications

**HOW TO APPLY:**

Applications must be submitted to Cayuga County Civil Service. To view the job posting and application instructions, please visit: <https://mycivilservice.cayugacounty.us/jobopps>