



FREMONT COUNTY BOCES POSITION ANNOUNCEMENT

POSITION TITLE	Support Associate
POSITION PARAMETERS	Part-Time, 12-month
POSITION FUNCTION	The Support Associate provides clerical and project support for Fremont County BOCES.
POSITION SPECIFICATIONS	<p>Required qualifications include:</p> <p>Associate’s Degree or High School diploma with minimum 5 years of relevant experience providing clerical assistance in an office environment; Hands-on, working knowledge of Microsoft 2010 word processing, spreadsheet and database applications; Proof of skills may be necessary; Ability to provide customer service in a professional, helpful manner and to maintain composure when faced with difficult situations; Ability to work accurately, efficiently, and effectively with all types of data; Ability to work independently in a fast-paced environment with frequent interruptions; Ability to organize, prioritize, and follow multiple projects and tasks through to completion with attention to detail; Ability to effectively identify and resolve problems; Ability to maintain confidentiality; Knowledge of proper business office etiquette; Ability to deal directly with public; Appropriate manner and dress; Ability to lift 30 pounds.</p> <p style="text-align: center;">•</p>

This position description is not intended, and should not be construed, to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required.



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DUTIES and RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Performs general office duties in a cheerful, helpful manner including answering phones, greeting visitors, and processing daily mail/correspondence. 2. Develops constructive and cooperative working relationships with staff and public and maintains them over time. 3. Assists in drafting and generating correspondence/reports. 4. Assists in compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data. 5. Assists BOCES staff in coordinating events, generating correspondence and needed documents. 6. Assists with special projects and events. 7. Other duties as assigned.
WORK ENVIRONMENT	<p>Work is primarily performed in an office setting. Work is performed under general supervision.</p>
REPORTABILITY	<p>Position reports to the Executive Director</p>

Fremont County BOCES is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion or disability in admission or access to, or treatment or employment in, its educational programs, services or activities. All hiring is consistent with Fremont County BOCES policy and subject to available funding.

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