

NOTICE OF VACANCY

DEPARTMENT: Family & Community Services

TITLE: Community Services Worker

GRADE/SALARY: 13W - \$24,623 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for performing supportive services to aid in implementing a variety of programs and their delivery to clients. The work is performed under the general supervision of a designated higher-level staff member. Supervision may be exercised over the work of others. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application.

Either:

- (A) Completion of thirty (30) semester credit hours at a regionally accredited or New York State registered college or university; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years experience involving direct client contact in a non-professional supporting position of a Social Services program in a public or private agency or in customer service* .

DEFINITION: *Customer Service-Having customer contact of any kind.

SUBSTITUTION: Course study in data processing can be substituted for the required experience according to the following formula: **3 credit hours = 1 month of experience**

NOTES:

1. Applicants must submit copy of transcripts if qualifying under (A) above.
2. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time requirements.

HOW TO APPLY: Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: August 10, 2021

****Oneida County is an equal opportunity employer****

07/20/2021