

NOTICE OF VACANCY

DEPARTMENT: Mental Health
TITLE: Secretary to Commissioner of Mental Health
GRADE/SALARY: 20M - \$31,524 plus Excellent Benefits

THIS IS AN EXEMPT CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for independently performing varied clerical operations and for relieving the Commissioner of Mental Health of administrative detail. This work calls for frequent exercise of independent judgment and for furnishing others with information regarding the Oneida County Mental Health Department's policies and practices. Correspondence duties are distinguished by the fact that many letters and communications of a routine recurring nature are composed by the incumbent, with correspondence being dictated only when new or unusual situations occur. This is a position of special trust and confidence, requiring exchange of sensitive and confidential information. The work is performed under general supervision of the Commissioner of Mental Health with detailed instructions received in instances where policies have not been determined. The work is of confidential nature and may involve direct supervision of subordinate secretarial and clerical personnel. Incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Appointed on the basis of secretarial experience, and other such qualifications, as the Commissioner of Mental Health may determine appropriate.

SUGGESTED QUALIFICATIONS: Candidates must meet these qualifications at time of application.

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science, Office Management or Business Administration **AND** one (1) year of secretarial or clerical experience on a full-time basis in a public agency or private business, involving the use of office equipment and filing; **OR**
- (B) Graduation from high school or the possession of a high school equivalency diploma, supplemented by coursework in Secretarial Science, Office Management or related courses **AND** three (3) years of experience as outlined in (A) above.

NOTE: Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred if qualifying under (A).

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: September 17, 2021

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

08/26/2021