

# NOTICE OF VACANCY

**DEPARTMENT:** Office of the Sheriff  
**TITLE:** Undersheriff  
**GRADE/SALARY:** 45M - \$79,360 Plus Excellent Benefits

**THIS IS AN EXEMPT CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for directing, coordinating, and supervising the civil, criminal, correction, and administrative operations of the Oneida County Sheriff's Department. The Undersheriff has direct involvement in overseeing the various functions of the department and providing law enforcement decisions to situations as they arise. Work is performed under general supervision of the Sheriff, with considerable leeway allowed for the use of independent judgment in planning the details of the work and resolving problems in emergency situations. Supervision is exercised over subordinate law enforcement, corrections, and clerical personnel. Does related work as required.

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

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** six (6) years of experience as a law enforcement supervisor; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** eight (8) years of experience as a law enforcement supervisor; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** ten (10) years of experience as a law enforcement supervisor.

**SPECIAL REQUIREMENTS:**

- 1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
- 2. In order to be eligible for appointment, candidates must meet all current requirements of Section 58 of the Civil Service Law and Section 3.1 of the Public Officers Law.

**NOTE:** Candidates must submit copy of transcripts and/or degree showing degree date conferred with application.

**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 6<sup>th</sup> 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:** October 19, 2021

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

10/05/2021