

NOTICE OF VACANCY

DEPARTMENT: Personnel

TITLE: Secretary to Commissioner of Personnel

GRADE/SALARY: 25M - \$38,149 plus Excellent Benefits

THIS IS AN EXEMPT CIVIL SERVICE POSITION

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Personnel, and involves responsibility for independently performing varied clerical operations and for relieving the Commissioner of Personnel of administrative detail. This work calls for the frequent exercise of independent judgement, the ability to furnish information regarding Civil Service Law and Oneida County Personnel Rules, and contract interpretation for the recognized employee bargaining units. 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. It is a position of special trust and confidence, requiring the exchange of sensitive and confidential material. The incumbent serves at the pleasure of the Commissioner of Personnel, because of the exempt classification of this position. The work is performed under general supervision of the Commissioner of Personnel. Supervision may be exercised over subordinate clerical personnel. Does related work as required.

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

NOTES: Verifiable part-time experience will be pro-rated toward meeting full-time experience 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: November 29, 2021

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

11/05/2021