

NOTICE OF VACANCY

DEPARTMENT: Family and Community Services

TITLE: Senior Clerk

GRADE/SALARY: 12W - \$23,863 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this position are primarily responsible for the performance of clerical and other related office tasks that require the exercise of more than ordinary judgment. The tasks involved in this position are performed by employees experienced in clerical and office-related work. Some of the duties performed are the same as those performed by Clerks, except, they are performed by more experienced employees who are capable of independent decision-making and leadership in handling more complex clerical details and routine office tasks. The position may involve contact with the public on routine matters. The work is done under direct observation and review by an immediate supervisor. An employee in this class may also supervise the work of others. The incumbent 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 an Associate's Degree in secretarial science, word processing, office technologies, office management, or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of clerical experience; **OR**
- (C) Four (4) years of experience, as stated above.

NOTES:

- 1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A).
- 2. 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: December 03, 2021

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