

NOTICE OF VACANCY

DEPARTMENT: Information Technology
TITLE: Secretary
GRADE/SALARY: 20M - \$31,524 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently performing complex clerical operations and administrative support tasks. Incumbents spend a substantial amount of time operating a personal computer and the rest of the time on routine administrative tasks to ensure the efficient workflow of an office. The work also involves responsibility for the entry and retrieval of information using software on a computer and using a computer to produce printed material such as letters, memoranda and forms. Incumbents work under general supervision receiving detailed instructions only where policies have not been determined. The incumbent performs 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 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 which shall have involved the use of computers and computer programs.

NOTES: 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: December 06, 2021

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