

NOTICE OF VACANCY

DEPARTMENT: Emergency Services
TITLE: Principal Office Specialist
SALARY (GRADE): \$29,012 (15W) plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class primarily performs highly difficult clerical and office tasks. This position involves independent judgment in giving out information regarding departmental policies and practices and in planning office activities. Duties in this class involve public contact, and/or work of a confidential nature. Employees work under general supervision, receiving detailed instructions only for work where policies have not been determined. Only unusually important or complicated completed assignments are checked in detail. Employees may exercise supervision over the work of subordinates. The work of employees in this class is distinguished from Senior Office Specialist I and Senior Office Specialist II by the fact that responsibility is involved for independently performing complex clerical operations, for relieving a superior of various administrative details, and for supervisory responsibilities of subordinate staff. The incumbent performs related work as required.

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

- (A) Possession of Associate's Degree in secretarial science, office management, office technologies, word processing, business administration, business management, communications or a related field **AND** two (2) years of experience* in the performance of office and clerical tasks, which shall have involved typing/keyboarding; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience*, as described in (A) above.

*Successful completion of college level coursework beyond those stated in the minimum qualifications in a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for work experience as follows: thirty (30) semester credit hours is equivalent to one (1) year of work experience, sixty (60) semester credit hours is equivalent to two (2) years of work experience.

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.
3. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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 29, 2022

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