

# NOTICE OF VACANCY

**DEPARTMENT:** Purchasing  
**TITLE:** Mail Clerk  
**SALARY (GRADE):** \$24,682 (10W) plus Excellent Benefits

## **THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** This is clerical work involving responsibility for operation of a mail room, including receipt, handling and sorting or incoming and outgoing mail and packages in preparation for delivery, to and from, proper offices. The incoming mail and packages are sorted and delivered in accordance with set policies and procedures. Outgoing mail and packages are prepared according to types for shipping by private parcel service or mail, according to class. An incumbent is responsible for operation of postal weighing and metering devices to determine the appropriate rates, according to class of mail, and making correct settings on the machines as required. The incumbent works under general supervision, with leeway allowed for the exercise of independent judgement in operation of the mail room. Supervision may be exercised over the work of helpers. Does related work as required.

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

- (A) Graduation from high school or possession of a high school equivalency diploma;  
**OR**
- (B) One (1) year of clerical experience, which shall have involved receipt, sorting, and preparing mail and packages for shipment and delivery.

**NOTE:** Verifiable part-time and/or volunteer 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 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 13, 2022

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