

NOTICE OF VACANCY

DEPARTMENT: Office of the Sheriff
TITLE: Correctional Services Aide
SALARY (GRADE): \$14.20/hr (3C)

THIS IS A PART-TIME COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Sheriff's Office Correctional Facility and involves responsibility for scheduling inmates use of the library, researching and acquiring library material requested by inmates. Assists trustee inmates assigned to various phases of the program. Works under the general supervision of a Sergeant in charge of Programs. The incumbent performs 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) Two (2) years of clerical or customer service experience.

NOTE: Verifiable part-time and/or volunteer experience as described in (B) above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Possession of an appropriate level, valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.

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 6, 2022

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

11/15/2022