

NOTICE OF VACANCY

DEPARTMENT: Probation
TITLE: Senior Office Specialist I
GRADE/SALARY: \$26,921 (12W) plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: The work of this class involves the performance of moderately difficult clerical and office tasks requiring the exercise of independent judgment. Duties in this class may involve public contact and/or work of a confidential nature. The work is performed under general supervision and is reviewed by observation, cross checks, periodic or spot checks or by another step in the clerical process. Supervisors are available for consultation regarding new or difficult assignments. An employee in this class may supervise the work of others. This position differs from Office Specialist II by the complexity of the duties performed, the exercise of independent judgment and the possible presence of supervisory responsibility. 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; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience in the performance of office and clerical tasks, which shall have involved typing/keyboarding.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

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: Until the position is filled.

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