

ONEIDA COUNTY NOTICE OF VACANCY

DEPARTMENT: Public Defender – Criminal
TITLE: Secretary to Public Defender
SALARY (GRADE): \$38,402 (22M) Plus Excellent Benefits

THIS IS AN EXEMPT CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Public Defender's Criminal Division Office and involves responsibility for the independent performance of a variety of confidential secretarial functions to the Public Defender. It is a position of special trust and confidence, requiring exchange of sensitive and confidential material. The incumbent serves at the pleasure of the Public Defender. Supervision may be exercised over subordinate clerical personnel. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Appointed based on secretarial experience, and other such qualifications, as the Public Defender may determine appropriate.

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****

01/09/2023