

# ONEIDA COUNTY NOTICE OF VACANCY

**DEPARTMENT:** Family and Community Services

**TITLE:** Data Processor II

**SALARY (GRADE):** \$27,786 (13W) Plus Excellent Benefits

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

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for overseeing and participating in the processing of accounting, statistical, or program data from a variety of source documents into a computer. Incumbents are responsible for maintaining an adequate workflow between Data Processors I and for ensuring that deadlines are met. Tasks are performed under the general direction of a designated supervisor, with leeway allowed for exercise of independent judgement in carrying out details of the work. Supervision over others is not a responsibility of this class. Incumbents perform related work as required.

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

- (A) Completion of sixty (60) semester credit hours, which must have included at least twelve (12) credit hours in Office Technologies, Computer Science, or a related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of clerical, data processing, or keyboarding experience.

**NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts, if qualifying under (A).
2. 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.
3. Verifiable part-time 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:** March 24, 2023

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

02/23/2023