

NOTICE OF VACANCY

DEPARTMENT: Office of the Sheriff
TITLE: Correction Officer (Part-Time)
GRADE/SALARY: \$21.80 (0J) per hour

THIS IS A NON-TESTED PART-TIME CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Sheriff's Office (Criminal Division) and involves responsibility on an assigned shift for the enforcement of rules and regulations governing security, conduct, discipline, safety, and general well-being of inmates of the County correction facility. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualification at time of application.

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
2. Candidates must be United States citizens at time of appointment.
3. Candidates are not eligible for appointment until they reach their eighteenth birthday.

NOTES:

1. To be considered for appointment, candidates must meet the medical requirements established by Oneida County Commissioner of Personnel.
2. No person may be appointed to the County Correctional Facility who has been convicted of a felony or of any offense in any other jurisdiction, which if committed in New York State, would constitute a felony. A person may also be barred from appointment if he/she has been convicted of a misdemeanor or any offense in any other jurisdiction, which if committed in New York State, would constitute a misdemeanor if the Commissioner of Personnel determines that the employment of such person is not in the best interest of the Sheriff's Office.
3. Must be a legal resident of Oneida County, Herkimer County, Lewis County, Madison County, Oswego County or Otsego County for at least one (1) month immediately preceding the date of appointment and must maintain residency 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 31, 2023

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

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