

ONEIDA COUNTY NOTICE OF VACANCY

DEPARTMENT: County Clerk
TITLE: Director of Records Management
SALARY (GRADE): \$44,862 (26W) Plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This technical position exists in the County Clerk's Office and involves responsibility for administering the records management program mandated by the Local Government Records Law. The work involves continual surveyance and examination of non-current and archival public records, kept, made, filed, or received by the offices and departments of the County to determine their value, use and most suitable method of preservation, storage, and disposition. Duties are performed in accordance with the local, state, and federal laws and guidelines. General supervision is received from the Records Management Officer, who is the County Clerk. Supervision is exercised over subordinates. The incumbent does related work as required.

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

- (A) Possession of Bachelor's Degree in records management, library science, history (any concentration), government, or a closely related field **AND** two (2) years of experience which involved acquiring, referencing, filing, refiling and disposing of records and/or organizing and writing proposals or grants;
OR
- (B) Successful completion of sixty (60) credit hours in library science technology, history (any concentration), government, or a closely related field **AND** four (4) years of experience which involved, acquiring, referencing, filing, refiling, and disposing of records and/or organizing and writing proposals or grants;
OR
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience, acquiring, referencing, filing, refiling, and disposing of records and/or organizing and writing proposals or grants.

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
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 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 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: June 30, 2023

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