

ONEIDA COUNTY NOTICE OF VACANCY

DEPARTMENT: Family and Community Services – HEAP Division

TITLE: Clerk (Part-Time)

SALARY (GRADE): \$13.90/Hour (10W)

THIS IS A NON-COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for performing repetitive and routine clerical and other basic office-related tasks, requiring the exercise of ordinary judgment. Positions in the class may require some physical effort. There may be considerable contact with the public. Work is done under direct observation and review by an immediate supervisor. The incumbent performs related work as required.

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

- (A) Graduation from high school or possession of high school equivalency diploma; **OR**
- (B) Two (2) years of clerical experience.

NOTE: 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: December 31, 2023

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

08/03/2023