

NOTICE OF VACANCY

DEPARTMENT: Personnel

TITLE: Assistant Personnel Technician

GRADE/SALARY: 18M - \$28,840 plus EXCELLENT BENEFITS

THIS IS A TESTED CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position involving routine work in various areas of civil service and human resources. The incumbent assists in various phases of public personnel administration. The work is performed under the direct supervision of technical staff. Supervision is not a function of this class. The incumbent performs related work as required.

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

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Public Administration, Human Resources, or Labor Relations, or in a closely related field, **AND** one (1) year of clerical experience involving customer service and account keeping activities; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** satisfactory completion of a minimum of thirty (30) college credit hours from a regionally accredited or New York State registered college or university **AND** two (2) years of clerical experience involving customer service and account keeping activities; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of clerical experience involving customer service and account keeping activities.

NOTE: Must submit copy of transcripts if qualifying under (A) or (B) above.

TO APPLY ONLINE GO TO: <https://oneida-portal.mycivilservice.com/>

PAPER APPLICATIONS MAY BE PICKED UP IN THE PERSONNEL DEPARTMENT ON THE 6TH FL OF THE ONEIDA COUNTY OFFICE BUILDING AND MAILED OR HAND-DELIVERED TO:

Oneida County Department of Personnel
800 Park Avenue
Utica, New York 13501

You may also request a paper application be mailed to you by calling 315-798-5726.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: October 20, 2020.

Blank applications may be picked up in Personnel – 6th Floor of the Oneida County Office Building or downloaded and printed from our web site at www.ocgov.net/personnel. You may also call (315) 798-5726 and request that an application be sent to you.

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

09/29/2020