

NOTICE OF VACANCY

DEPARTMENT: Veterans Services

TITLE: Principal Clerk

GRADE/SALARY: 19W - \$29,910 plus Excellent Benefits

THIS IS A TESTED CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This is higher level clerical work involving responsibility for the frequent exercise of independent judgment in planning and managing complex clerical activities. The incumbent plans, assigns, reviews and supervises the clerical work of a large or complex unit and independently performs the more difficult clerical functions. The work is performed in accordance with general instructions regarding objectives, policies and procedures. The incumbent works under general supervision. Difficult technical or policy problems are referred to a supervisor for decision or review. Supervision is exercised over the work of subordinate clerical employees. The incumbent does 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 secretarial science, word processing, office technologies, office management, or a closely related field and two (2) years of clerical experience; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of clerical experience; **OR**
- (C) Six (6) years of clerical experience.

NOTES:

1. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
2. If qualifying under (A) candidates **MUST** submit a copy of transcripts showing degree area and date degree conferred.

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 30, 2020

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