

# NOTICE OF VACANCY

**DEPARTMENT:** Public Health  
**TITLE:** Administrative Assistant  
**GRADE/SALARY:** 19W - \$16.68 per hour

## **THIS IS A TEMPORARY COMPETITIVE FULL-TIME CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class is responsible for the performance of a variety of administrative and management functions designed to free the attention of the department head/supervisor for other technical, planning, and policy matters. 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 a Bachelor's Degree; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** two (2) years of experience in the support of an administrator\*; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience, as outlined in (B) above.

\*Support of an administrator is defined to mean participation in office management, budget preparation and/or monitoring, personnel administration, administrative analysis, the development and/or review of program practices and procedures, evaluating program operations, planning management activities, purchasing, public relations, and other closely related activities.

### **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. Verifiable part-time experience as described in (B) above will be pro-rated toward meeting full-time experience requirements.
3. A certificate issued by a regionally accredited or New York State registered college in Medical Transcription, Small Business Administration, Communication Skills, Finance, Insurance, Managerial Accounting, Medical Assistant, Supervisory Management, or closely related field, may be substituted for one (1) year of experience.

**APPLYING ONLINE:** Please click the link below and go to the current vacancies tab to find this vacancy.  
<https://oneida-portal.mycivilservice.com/>

**APPLYING WITH PAPER APPLICATION:** Blank paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building and either mailed or hand delivered once completed to:

Oneida County Department of Personnel  
Joseph M. Johnson, Commissioner  
800 Park Ave  
Utica, NY 13501

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

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** Until the position is filled.

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