

# **NOTICE OF VACANCY**

**DEPARTMENT:** Office of the Sheriff  
**TITLE:** Correctional Services Aide  
**GRADE/SALARY:** 17C - \$12.80 per hour

**THIS IS A COMPETITIVE PART-TIME CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the County Sheriff's Office Correctional Facility, and involves responsibility for scheduling inmates use of the library, researching and acquiring library material requested by inmates. Assists trustee inmates assigned to various phases of the program. Works under the general supervision of a Sergeant in charge of Programs. The incumbent performs related work as required.

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

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

**NOTE:** Verifiable part-time and/or volunteer experience as described in (B) above will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Possession of an appropriate level, valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.

**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:** March 12, 2021

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

02/12/2021