

# **NOTICE OF VACANCY**

**DEPARTMENT:** Family and Community Services  
**TITLE:** Child Support Unit Supervisor Assistant  
**GRADE/SALARY:** 27W - \$41,307 Plus Excellent Benefits

## **THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** This position has responsibility to assist the Child Support Unit Supervisor in the administration of the support investigative functions of the Department. Work is performed under direct supervision of the Child Support Unit Supervisor, with some leeway allowed in carrying out the details of the work. Supervision is exercised over subordinate support investigative personnel. The incumbent performs related work as required.

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

### **Promotional:**

Candidates must have full-time, permanent competitive status for a period of **eighteen (18) months as a Supervising Support Investigator or thirty (30) months as a Confidential Support Investigator** in the Oneida County Department of Social Services immediately preceding application.

**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 6<sup>th</sup> 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:** May 13, 2021

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