

NOTICE OF VACANCY

DEPARTMENT: Personnel
TITLE: Assistant Personnel Technician
GRADE/SALARY: 18M - \$29,273 plus Excellent Benefits

THIS IS A COMPETITIVE 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: Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A).

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 6th 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: June 25, 2021

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

05/26/2021