

NOTICE OF VACANCY

DEPARTMENT: Personnel

TITLE: Personnel Technician I

GRADE/SALARY: 21M - \$32,699 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for the performance of a variety of technical personnel duties. The incumbent may be assigned individual responsibility for particular personnel and human resource areas. This position differs from Assistant Personnel Technician in the level of responsibility and the level of difficulty in the assigned work areas. The work is performed under the general direction of an upper level supervisor. 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 human resources, civil service administration or project management; **OR**
- (C) Graduation from high school or a high school equivalency diploma **AND** four (4) years of experience in human resources, civil service administration or project management.

NOTE: If qualifying under A or B above, candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.

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****

05/27/2021