



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Purchasing

CIVIL SERVICE TITLE: Account Clerk (Part-Time)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$16.03/Hour (12W)

APPLICATION DEADLINE: February 29, 2024

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform routine clerical work in maintaining and checking financial accounts and records, which involves the application of standardized account-keeping practices. Employees usually work under general supervision on standard routine assignments in accordance with detailed procedures. Supervisors are available for consultation on unusual problems and provide instruction on all new or difficult assignments. Supervision is not normally a responsibility 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 high school or possession of a high school equivalency diploma; **OR**
- (B) Two (2) years of clerical experience which shall have involved maintaining or checking financial records or accounts.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

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

*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 01/23/2024