



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Family and Community Services
CIVIL SERVICE TITLE: Senior Administrative Assistant
CLASSIFICATION TYPE: Competitive (Provisional)
SALARY (GRADE): \$43,231 (23W) Plus Excellent Benefits
APPLICATION DEADLINE: March 31, 2024
APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: This position involves being able to manage an office and do liaison work. The incumbent is responsible for the planning and coordinating of the technical activities of a large department or major unit. The work includes making determinations on a wide variety of administrative problems relating to personnel administration, fiscal management, methods analysis, and training. The incumbent collects information and data for administrative studies and makes recommendations where appropriate. This position differs from that of an Administrative Assistant in that it calls for wider latitude in the exercise of independent judgment. In addition, the extent of liaison and advisory responsibilities can be more complex if the program managed is in a large department. The work is performed under the general supervision of the department head or other administrator. Supervision is exercised over subordinate clerical staff. Incumbent performs related work as required.

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

- (A) Possession of Bachelor's Degree **AND** one (1) year of experience in administrative support*; **OR**
- (B) Possession of Associate's Degree **AND** three (3) years of experience *in administrative support*; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience in administrative support*.

*Administrative support may include tasks such as planning management activities, ordering office supplies or inventory, preparation of reports, producing and distributing various types of correspondence, budget preparation, maintaining contact lists and/or spreadsheets, project management, and other closely related activities.

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
3. A certificate issued by a regionally accredited or New York State registered college in Medical Transcription, Small Business Administration, Communication Skills, Finance, Insurance, Managerial Accounting, Medical Assistant, Supervisory Management, or closely related field, may be substituted for one (1) year of experience.
4. 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.

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