

ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Family and Community Services

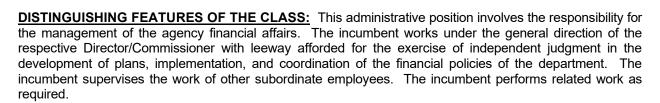
CIVIL SERVICE TITLE: Administrative Officer

CLASSIFICATION TYPE: Competitive (Temporary to Provisional)

SALARY (GRADE): \$52,131 (28W) Plus Excellent Benefits

APPLICATION DEADLINE: May 31, 2024

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



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

- (A) Possession of Master's Degree in hospital administration, business or public administration, accounting, economics or a closely related field **AND** one (1) year of experience involving financial management of programs* of public or private agencies, enterprises, or businesses; **OR**
- (B) Possession of Bachelor's Degree in hospital administration, business or public administration, accounting, economics or a closely related field **AND** three (3) years of experience involving financial management of programs* of public or private agencies, enterprises, or businesses.

*Experience in financial management of programs is defined and limited to mean responsibility for direction, control, and decision making in financial areas such as cost accounting, cost/benefit analysis, budgeting, payroll, purchasing, etc. Experience involving repetitive recording, classifying, and verifying of financial date is not acceptable experience.

NOTES:

- Candidates MUST submit with application a copy of transcripts showing degree area and date degree conferred.
- 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.

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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