



# ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** County Attorney

**CIVIL SERVICE TITLE:** Secretary to County Attorney

**CLASSIFICATION TYPE:** Exempt

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

**APPLICATION DEADLINE:** July 31, 2024

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



---

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Oneida County Department of Law and involves responsibility for independently performing varied secretarial, clerical, and administrative duties. The work calls for the frequent exercise of independent judgment and knowledge of Oneida County Department of Law policies and practices. It is a position of special trust and confidence, requiring exchange of sensitive and confidential information. Duties are distinguished by the fact that many letters and documents of a routine and recurring nature are composed independently by the incumbent, with letters and documents being dictated only when new or unusual situations occur. This work is performed under the general supervision of the County Attorney with detailed instruction given in instances where policies have not yet been determined. The work is confidential in nature and may involve direct supervision of a small staff of lower grade secretarial or clerical personnel. The incumbent performs related work as required.

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

Appointed based on secretarial experience, and other such qualifications, as the County Attorney may determine appropriate.

**\*\*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 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 05/30/2024