



# ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** Personnel

**CIVIL SERVICE TITLE:** Personnel Technician I

**CLASSIFICATION TYPE:** Competitive (Provisional)

**SALARY (GRADE):** \$46,691 (25M) Plus Excellent Benefits

**APPLICATION DEADLINE:** December 31, 2024

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



**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 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) Possession of Bachelor's degree; **OR**
- (B) Possession of Associate's degree **AND** two (2) years of experience in human resources, civil service administration or project management.
- (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.

**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.

**\*\*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.

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