

## ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** Family and Community Services

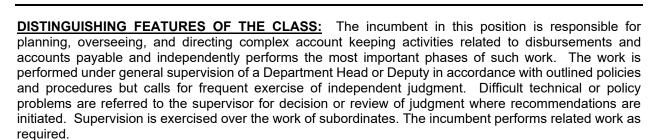
CIVIL SERVICE TITLE: Disbursements Officer

**CLASSIFICATION TYPE:** Competitive (Provisional)

SALARY (GRADE): \$43,231 (23W) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2024

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



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

- (A) Possession of Bachelor's Degree in business management, accounting, economics, business administration or a closely related field; **OR**
- (B) Possession of Associate's Degree in accounting, business administration, business management, economics or a closely related field, **AND** two (2) years of experience in maintaining financial records and accounts, which shall have involved the operation of a computer and computer software: **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** four (4) years of experience in maintaining financial records and accounts, which shall have involved the operation of a computer and computer software

## NOTES:

- Candidates MUST submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
- 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 <a href="http://www.cs.ny.gov/jobseeker/degrees.cfm">http://www.cs.ny.gov/jobseeker/degrees.cfm</a>. 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.

Issued: 09/30/2024