

## ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** Office of the Sheriff

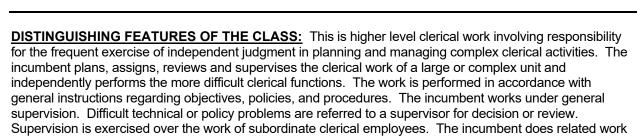
CIVIL SERVICE TITLE: Principal Clerk

**CLASSIFICATION TYPE:** Competitive (Provisional)

SALARY (GRADE): \$39,952 (5C) Plus Excellent Benefits

APPLICATION DEADLINE: November 30, 2024

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



<u>MINIMUM QUALIFICATIONS:</u> Candidates must meet the minimum qualifications at time of application. Either:

- (A) Possession of Associate's Degree in secretarial science, word processing, office technologies, office management, or a closely related field and two (2) years of clerical experience; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of clerical experience; **OR**
- (C) Six (6) years of clerical experience.

## NOTES:

as required.

- 1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A).
- 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 on the Internet 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.
- 3. 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 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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