



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Office of the Sheriff

CIVIL SERVICE TITLE: Correction Officer (Part-Time)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$23.13/Hour (0J)

APPLICATION DEADLINE: December 31, 2025

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



DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Sheriff's Office (Criminal Division) and involves responsibility on an assigned shift for the enforcement of rules and regulations governing security, conduct, discipline, safety, and general well-being of inmates of the County correction facility. The duties involve considerable inmate contact and supervision in a work, recreation or learning situation. Work procedures are well defined, but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgement when problems occur. The work is performed under general supervision of a Correction Officer-Sergeant or Correction Officer-Lieutenant, with leeway allowed for the exercise of independent judgement in dealing with day-to-day situations in the facility. The incumbent performs related work as required.

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

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
2. Candidates must be United States citizens at time of appointment.
3. Candidates are not eligible for appointment until they reach their eighteenth birthday.

NOTES:

1. To be considered for appointment, candidates must meet the medical requirements established by Oneida County Commissioner of Personnel.
2. No person may be appointed to the County Correctional Facility who has been convicted of a felony or of any offense in any other jurisdiction, which if committed in New York State, would constitute a felony. A person may also be barred from appointment if he/she has been convicted of a misdemeanor or any offense in any other jurisdiction, which if committed in New York State, would constitute a misdemeanor if the Commissioner of Personnel determines that the employment of such person is not in the best interest of the Sheriff's Office.
3. Must be a legal resident of Oneida County, Herkimer County, Lewis County, Madison County, Oswego County, or Otsego County for at least one (1) month immediately preceding the date of appointment and must maintain residency throughout appointment.
4. When the active Correction Officer eligible list becomes non-mandatory, part-time employment can convert into a full-time provisional appointment.

****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.

Issued: 01/01/2025