

ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Office of the Sheriff

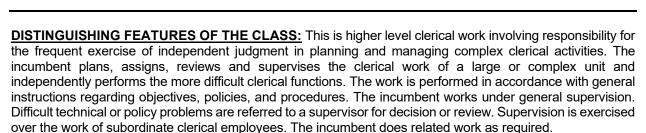
CIVIL SERVICE TITLE: Principal Clerk

CLASSIFICATION TYPE: Competitive (Provisional)

SALARY (GRADE): \$40,163 (2D) - \$41,150 (5C) Plus Excellent Benefits

APPLICATION DEADLINE: February 28, 2025

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



<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:

- 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 http://www.cs.ny.gov/jobseeker/degrees.cfm. 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 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 01/10/2025