



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Public Works

CIVIL SERVICE TITLE: Principal Clerk (NYHELP Program) (Part-Time)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$22.66/Hour (21W)

APPLICATION DEADLINE: April 30, 2025

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



DISTINGUISHING FEATURES OF THE CLASS: This is higher level clerical work involving responsibility for the frequent exercise of independent judgment in planning and managing complex clerical activities. The incumbent plans, assigns, reviews and supervises the clerical work of a large or complex unit and independently performs the more difficult clerical functions. The work is performed in accordance with general instructions regarding objectives, policies, and procedures. The incumbent works under general supervision. Difficult technical or policy problems are referred to a supervisor for decision or review. Supervision is exercised over the work of subordinate clerical employees. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: 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).
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 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.

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