

ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Purchasing

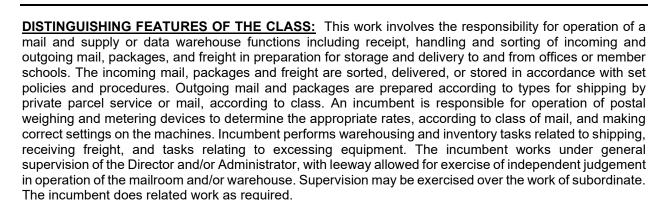
CIVIL SERVICE TITLE: Mail & Supply Clerk (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$33,208 (15W) Plus Excellent Benefits

APPLICATION DEADLINE: June 30, 2025

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



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

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of clerical experience which shall have involved receipt, storing, sorting, and preparing mail and packages for shipment and delivery; **OR**
- (B) Two (2) years of clerical experience which shall have involved receipt, storing, sorting, and preparing mail and packages for shipment and delivery.

NOTE: Verifiable part-time experience as described above will be pro-rated toward meeting full-time 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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