



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>



DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for operation of a mail and supply or data warehouse functions including receipt, handling and sorting of incoming and outgoing mail, packages, and freight in preparation for storage and delivery to and from offices or member schools. The incoming mail, packages and freight are sorted, delivered, or stored in accordance with set policies and procedures. Outgoing mail and packages are prepared according to types for shipping by private parcel service or mail, according to class. An incumbent is responsible for operation of postal weighing and metering devices to determine the appropriate rates, according to class of mail, and making correct settings on the machines. Incumbent performs warehousing and inventory tasks related to shipping, receiving freight, and tasks relating to excessing equipment. The incumbent works under general supervision of the Director and/or Administrator, with leeway allowed for exercise of independent judgement in operation of the mailroom and/or warehouse. Supervision may be exercised over the work of subordinate. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: 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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