

ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: County Clerk

CIVIL SERVICE TITLE: Director of Records Management (NYHELP Program)

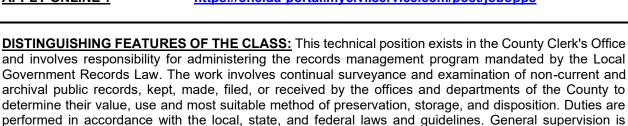
CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$50,096 (26W) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2025

subordinates. The incumbent does related work as required.

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



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

received from the Records Management Officer, who is the County Clerk. Supervision is exercised over

- (A) Possession of Bachelor's Degree in records management, library science, history (any concentration), government, or a closely related field **AND** two (2) years of experience which involved acquiring, referencing, filing, refiling and disposing of records and/or organizing and writing proposals or grants; **OR**
- (B) Successful completion of sixty (60) credit hours in library science technology, history (any concentration), government, or a closely related field **AND** four (4) years of experience which involved, acquiring, referencing, filing, refiling, and disposing of records and/or writing proposals or grants; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience, acquiring, referencing, filing, refiling, and disposing of records and/or organizing and writing proposals or grants.

NOTES:

- 1. Candidates **MUST** submit with application a copy of transcript showing degree area and date degree conferred if qualifying under (A) or (B).
- 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 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 at the Oneida County Office Building (Utica, NY) in the Personnel Department. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 10/07/2025