



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Family and Community Service

CIVIL SERVICE TITLE: Intake Processing Specialist (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$36,956 (18W) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2025

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



DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting in the identification of need and eligibility for the various programs administered by a local social services district. The incumbent in this position performs routine clerical and basic office-related tasks, as well as provides information and referral services to the public, including screening potential applicants for county related services to promote efficiency and accountability in client management. There is considerable contact with the public. Work is done under direct observation and review by an immediate supervisor. Supervision is not a function of this class. The incumbent performs 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 high school equivalency diploma; **OR**
- (B) Two (2) years of clerical experience.

NOTE: Verifiable part-time and/or volunteer 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: 10/30/2025