

ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: County Clerk

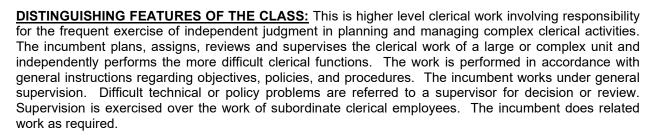
<u>CIVIL SERVICE TITLE:</u> Principal Clerk (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$41,243 (21W) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2025

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



MINIMUM QUALIFICATIONS: 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:

- Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A).
- 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 7th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 12/17/2025