



# ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** Board of Elections (Republican)

**CIVIL SERVICE TITLE:** Principal Clerk

**CLASSIFICATION TYPE:** Unclassified

**SALARY (GRADE):** \$41,241 (21M) Plus Excellent Benefits

**APPLICATION DEADLINE:** December 31, 2025

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



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**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility to assist the Commissioner of Elections to:

- Answering the phones;
- Greeting walk-ins;
- Mailing early voting, absentee and voter registration applications as requested;
- Retrieving, date stamping, and processing the mail;
- List Maintenance, including new registrations, name, address and enrollment changes, duplication checks, cancellations, and returned mail check cards;
- Scanning, filing, and distributing copies of designating, independent and caucus nomination documents;
- Preparing election supply bags in advance of elections before elections;
- Removing of election material from supply bags after elections;
- Record in person voting history of valid affidavit voters;
- Canvassing and recanvassing of ballots in teams, as directed;
- Other projects and tasks as assigned by the Commissioners & Deputies.

**MINIMUM QUALIFICATIONS:** Appointed based on clerical and administrative experience and other such qualifications, as the Commissioner of Election may determine appropriate.

**\*\*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 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

**Issued: 11/21/2025**