



# ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** Family and Community Services

**CIVIL SERVICE TITLE:** Administrative Assistant (NYHELP Program)

**CLASSIFICATION TYPE:** Non-Competitive

**SALARY (GRADE):** \$42,481 (21W) Plus Excellent Benefits

**APPLICATION DEADLINE:** December 31, 2026

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



**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class is responsible for performing a variety of administrative and managerial functions, intended to allow the department head or supervisor to focus on more technical, strategic, and policy-related matters. The duties are managerial in nature rather than clerical. This position requires knowledge of the fundamental principles of office management, typically gained through formal education, comparable on-the-job training, or extensive study and experience in the field over time. An Administrative Assistant is expected to possess working knowledge of research practices, organizational methods, finance, personnel, purchasing, programming, budgeting, and related staff services, including proficiency in typing and keyboarding. The incumbent is expected to apply these skills to solve problems that have few, if any, established guidelines. Work is performed in alignment with broad objectives set by the department head or supervisor, allowing for considerable independent judgment. Supervision may be exercised over subordinate employees. The incumbent performs related duties as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Possession of Bachelor's Degree; OR
- (B) Possession of Associate's Degree AND two (2) years of experience in administrative support\*; OR
- (C) Graduation from high school or possession of a high school equivalency diploma AND four (4) years of experience in administrative support\*; OR
- (D) Six (6) years of experience in administrative support\*.

\*Administrative support may include tasks such as planning management activities, ordering office supplies or inventory, preparation of reports, producing and distributing various types of correspondence, budget preparation, maintaining contact lists and/or spreadsheets, project management, and other closely related activities.

**NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts 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. A certificate issued by a regionally accredited or New York State registered college in Medical Transcription, Small Business Administration, Communication Skills, Finance, Insurance, Managerial Accounting, Medical Assistant, Supervisory Management, or closely related field, may be substituted for one (1) year of experience.
4. 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 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.

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