



# ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** Personnel

**CIVIL SERVICE TITLE:** Personnel Technician III

**CLASSIFICATION TYPE:** Competitive

**SALARY (GRADE):** \$65,489 (33M) Plus Excellent Benefits

**APPLICATION DEADLINE:** April 24, 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 technical and administrative personnel duties. Responsibilities include, but are not limited to, preparation and maintenance of personnel records, processing various personnel transactions, and in providing human resource support and guidance to employees and/or the public. The work entails a high degree of independence and judgment in providing human resource and personnel services. The work is carried out in accordance with New York State Civil Service Law, Oneida County Rules for the Classified Service, and ancillary regulations. This class differs from subordinate positions in that the incumbent is required to apply complex principles of Civil Service and Personnel Administration, within the context of civil service law and rules and regulations. Work is performed under the general direction of a higher-level supervisor with wide latitude being given to perform duties and responsibilities. General supervision is exercised over the work of professional and clerical employees. The incumbent performs related work as required..

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

**PROMOTIONAL:**

Candidates must have permanent, full-time competitive status for a period of **twenty-four (24) months as a Personnel Technician II or full-time competitive status for thirty-six (36) months** in a combination of Personnel Technician I and Personnel Technician II in any Oneida County department immediately preceding the date of this examination.

**\*\*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: 04/10/2026