



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Public Works

CIVIL SERVICE TITLE: Secretary to the Commissioner of Public Works

CLASSIFICATION TYPE: Exempt

SALARY (GRADE): \$45,866 (23M) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2026

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



DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Public Works and involves responsibility for independently performing varied clerical operations and relieving the Commissioner of Public Works of administrative detail. This work calls for frequent exercise of independent judgement, and furnishing information regarding the Oneida County Department of Public Works policies and practices. It is a position of trust and confidence, requiring exchange of sensitive and confidential information. Correspondence duties are distinguished by the fact that many letters and communications of a routine recurring nature are composed by the incumbent, with correspondence being dictated only when new or unusual situations occur. The work is performed under general supervision of the Commissioner of Public Works with detailed instruction received in instances where policies have not been determined. The work may involve direct supervision of subordinate secretarial and clerical personnel. Does related work as required.

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

Appointed on the basis of secretarial experience, and other such qualifications, as the Commissioner of Public Works 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 7th 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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