



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Public Defender- Criminal

CIVIL SERVICE TITLE: Secretary to Public Defender

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 Public Defender's Criminal Division Office and involves responsibility for the independent performance of a variety of confidential secretarial functions to the Public Defender. It is a position of special trust and confidence, requiring exchange of sensitive and confidential material. The incumbent serves at the pleasure of the Public Defender. Supervision may be exercised over subordinate clerical personnel. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Appointed based on secretarial experience, and other such qualifications, as the Public Defender may determine appropriate.

****Oneida County is an equal opportunity employer****

If you do not have internet access, paper applications can be picked up at the Oneida County Office Building (Utica, NY) in the Personnel Department. You may also request a paper application to be mailed by calling 315-798-5726.

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