



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Office of the Sheriff

CIVIL SERVICE TITLE: Correctional Services Aide (NYHELP PROGRAM)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$34,258 (3C) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2026

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



DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Sheriff's Office Correctional Facility and involves responsibility for scheduling inmates use of the library, researching and acquiring library material requested by inmates. Assists trustee inmates assigned to various phases of the program. Works under the general supervision of a Sergeant in charge of Programs. The incumbent performs related work as required.

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

- (A) Graduation from high school or possession of a high school equivalency diploma; **OR**
- (B) Two (2) years of clerical or customer service experience.

SPECIAL REQUIREMENTS:

Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

NOTES:

Verifiable part-time and/or volunteer experience as described in (B) above 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 7th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 10/06/2026