

**ANTICIPATED ANNOUNCEMENT OF VACANCY**

**Account Clerk  
Office Specialist I  
Office Specialist II  
Senior Office Specialist I  
Administrative Assistant**

**Principal Account Clerk  
Senior Account Clerk  
Senior Clerk  
Principal Clerk**

**Secretary to Assistant Superintendent for Business & Finance  
12 month position, 8 hours Per Day  
Salary to Be Determined**

**This is a competitive Civil Service position subject to all the rules and regulations of the Oneida County Department of Personnel.**

**Applications or letter of interest (if you already hold one of these titles) must be submitted to the Business Office by June 16, 2023.**

**Civil Service applications are now completed online. Please follow the link below and click on "Other Opportunities."**

**Once you create a username and password, please log in and select Holland Patent.**

**[Oneida-portal.mycivilservice.com](https://oneida-portal.mycivilservice.com)**

**Please contact Kelly Nash for more information at  
315-865-7505 or via email at [knash@hpschools.org](mailto:knash@hpschools.org)**

***NOTE: The Holland Patent Central School District, Holland Patent, New York, does not discriminate on the basis of sex in the educational programs it operates and it is required by Title IX of the Educational Amendments of 1972 and Section 504 of the Handicapped Discrimination Law, not to discriminate in such a manner. This policy of nondiscrimination includes the following areas: recruitment and appointment of employees, employment pay and benefits, counseling services for students, access by students to educational programs, course offerings and student activities. We are an equal opportunity employer.***

**Date:**

June 7, 2023

  
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Signature of Person Posting