

# ***NOTICE OF VACANCY***

**DEPARTMENT:** Oneida County Board of Legislators

**TITLE:** Director of Workers' Compensation

**GRADE/SALARY plus EXCELLENT BENEFITS:** 25M (Step 3) \$32,370

**THIS IS AN EXEMPT CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for administering the County's insurance plan for Workers' Compensation, which covers all County departments and all municipalities and volunteer fire departments within the County. Responsibilities include overseeing the administration of the special fund, appropriated by the Board of Legislators, to provide for the administrative expenses of the program and the payment of compensation claims lodged against the County. The work is performed under the general direction of the Board of Legislators, which reviews the work for conformity to established policies. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Appointed on the basis of administrative experience and other such qualifications, as the Board of Legislators may determine appropriate.

**MAIL APPLICATION TO:**

Oneida County Board of Legislators  
Mikale Billard, Clerk  
800 Park Avenue  
Utica, NY 13501

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** Applications accepted until March 26, 2010.

Blank applications may be picked up in Personnel – 3<sup>rd</sup> Floor of the Oneida County Building or downloaded and printed from our web site at [www.ocgov.net](http://www.ocgov.net), (click on Oneida County Department of Personnel). You may also call (315) 798-5726 and have an application sent to you.

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