

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

COUNTY OFFICE BUILDING
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WAMPSVILLE, NY 13163
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VACANCY ANNOUNCEMENT

CONFIDENTIAL SECRETARY TO THE COUNTY ATTORNEY

Full-time Confidential Secretary to the County Attorney sought to perform a wide variety of complex secretarial and administrative duties as defined by the County Attorney. This exempt class civil service appointment will be at the discretion of the County Attorney. Legal experience and at least one (1) year in an executive or supervisory secretarial position is preferred. However, the following minimum qualifications will likely be considered:

MINIMUM QUALIFICATIONS: EITHER:

- (A) An Associate's Degree, or higher, in Business Administration, Secretarial Science or a closely related field and four years of full-time paid progressively responsible clerical experience which shall have involved the operation of a computer for word-processing, database or spreadsheet applications; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid progressively responsible clerical experience which shall have involved the operation of a computer for word-processing, database or spreadsheet applications.

Competitive salary and excellent fringe benefits. Send cover letter and resume by June 27, 2014 to: Madison County Personnel Department, PO Box 636, Wampsville, NY 13163.