

CONFIDENTIAL SECRETARY TO THE PUBLIC HEALTH DIRECTOR

Confidential Secretary to the Public Health Director sought for full-time position with the Madison County Health Department. Duties include a complex level of responsibility for office management, grant administration, account keeping, typing, filing, and general clerical support for the department head, other members of the management team and the Madison County Board of Health. An Associate's degree in business administration, secretarial science or closely related field and one year of full-time paid, or its part-time equivalent, clerical experience involving typing; or graduation from high school or possession of an equivalency diploma and three years of full-time paid, or its part-time equivalent, clerical experience as described above is preferred. Minimum 45 wpm required. Competitive salary and excellent fringe. Send cover letter and resume by Friday, February 7, 2014 to the: Madison County Personnel Department., P.O. Box 636, Wampsville, NY 13163. EOE