



Confidential Secretary

Department: Health

Starting Salary: \$55,570

Work location and hours:

Albany County Health Department, 175 Green St, Albany, NY 12202
M-F 8:30 - 4:30

Benefits:

- Paid time-off
- Health, dental, vision and hearing
- NYS Retirement
- Employee assistance program
- Tuition reimbursement

Responsibilities:

Performs highly difficult, complex and responsible secretarial work acting in this capacity for a high level official. Incumbent in this class independently performs these clerical operations and by doing so relieves a supervisor of various administrative details. The work calls for the frequent exercise in independent judgment in giving out information regarding departmental policies, procedures and practices and in conducting office activities. Employee in this class handles the more difficult public contact assignments in performance of duties. Work is performed under general supervision and only when policies have not been determined are instructions received from a supervisor. Does related work as required.

Minimum Qualifications:

Graduation from high school and five (5) years of experience in secretarial or clerical work.

Apply online at the Current Job Opportunities tab of the Albany County Civil Service Portal. Resumes, transcripts and licenses/certifications can be uploaded to the application before completing submission.

Point of contact for inquiries:

healthjobs@albanycounty.com