



Our Future Starts
With *you!*

POSITION: Confidential Secretary to the County Attorney

DEPARTMENT: Law

SALARY RANGE: \$63.162

HOURS: 8:30am—4:30pm, M-F 35 Hours Per Week

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

RESPONSIBILITIES:

This position serves as a confidential secretary to the Albany County Attorney. Incumbents in this class independently perform complex clerical tasks of a highly confidential and sensitive nature, involving the preparation of correspondence for the County Attorney, receiving and handling inquiries and complaints, the scheduling of appointments and possible supervision of subordinate staff. This position must exercise a considerable amount of independent judgment in providing effective administrative and clerical support and in the application of departmental policies, procedures and practices. Work is performed under the general supervision of the County Attorney. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school and two (2) years of experience in secretarial or clerical work.

Please upload a resume with this application.

POINT OF CONTACT FOR INQUIRIES:

Yorden Huban, Deputy County Attorney
Department of Law
Yorden.huban@albanycountyny.gov

