



Our Future Starts With *You!*

POSITION Confidential Secretary to the County Executive

DEPARTMENT County Executive

SALARY RANGE \$60,000-\$70,000

WORK LOCATION Albany, NY

HOURS 8:00A-4:00P/9:00A-5:00P

BENEFITS

Paid Time Off

Health, Dental, Vision, & Hearing

Tuition Reimbursement

NYS Retirement

Employee Assistance Program

Subsidized Daycare – Little Sprouts at Shaker Place

DESCRIPTION

Performs responsible secretarial work for the County Executive. Incumbent in this class independently performs these clerical operations and by doing so relieves the County Executive 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. Does related work as required.

MINIMUM QUALIFICATIONS

- A. Graduation from an accredited college or university with at least an Associate's degree in Secretarial Science or a closely related field and one (1) year of clerical experience which 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 three (3) years of clerical experience which involved the operation of a computer for word-processing, database or spreadsheet applications.

Please upload a resume and three (3) references including contact information with your application.

POINT OF CONTACT FOR INQUIRIES

Timothy.Lansing@albanycountyny.gov



Daniel P. McCoy
Albany County Executive