

# CAREER OPPORTUNITY



## SARATOGA COUNTY

### CONFIDENTIAL SECRETARY TO THE COUNTY ADMINISTRATOR

**SALARY: \$40,700 PLUS EXCELLENT BENEFITS**

This position involves responsibility for independently performing varied clerical operations and relieving the County Administrator and Management Analyst of administrative detail. This work calls for the frequent exercise of independent judgment and responding to either oral or written requests for information. It is a position of special trust and confidence, requiring exchange of sensitive and confidential information. The work is performed under the general supervision of the County Administrator and the Management Analyst.

#### **MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered two-year college or business school with a degree in secretarial science, word processing, or a closely related field and two years of secretarial experience; Or
- B. Graduation from high school or possession of a GED AND seven years of secretarial experience including use of a personal computer; Or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

#### **SEND RESUME/APPLICATION TO:**

John Kalinkewicz, Director of Personnel  
Saratoga County Personnel Department  
40 McMaster Street  
Ballston Spa, NY 12020

RESUMES/APPLICATIONS ACCEPTED UNTIL SELECTION IS MADE.  
"An Equal Opportunity Employer with an Affirmative Action Plan"

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