

CAREER OPPORTUNITY



SARATOGA COUNTY

CONFIDENTIAL SECRETARY TO THE DIRECTOR OF PUBLIC HEALTH

SALARY: \$40,681 PLUS EXCELLENT BENEFITS

This position serves as office manager for the director of public health and involves assisting the director with complex, confidential, clerical operations in the Department. Under general supervision, an employee in this class performs a variety of administrative tasks thereby releasing the Director for the more complex, administrative and technical duties required for the efficient and effective operation of the department. Duties are performed in accordance with general directions, policies and procedures with wide latitude for the exercise of independent judgment.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered two (2) year college, secretarial or business school with an Associate Degree in secretarial science, office management or business administration and two (2) year of full-time secretarial or clerical experience in a public or private agency involving all facets of office secretarial work including use of personal computer and experience in a medical setting i.e. (Doctor's Office, Health Insurance or Nursing Home)
- (B) Graduation from high school or possession of a of New York State equivalency diploma supplemented by a course or courses in secretarial science, office management or business administration and four (4) years of full-time secretarial or clerical experience as outlined in (A) above.

SEND RESUME/APPLICATION TO:

Margaret McNamara, Director of Personnel
Saratoga County Personnel Department
40 McMaster Street
Ballston Spa, NY 12020

Position may be filled provisionally pending results of a Civil Service examination to be scheduled at a later date.

APPLICATIONS ACCEPTED UNTIL 2/12/16

“An Equal Opportunity Employer with an Affirmative Action Plan”

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