

**CLINTON COUNTY FORM
TO POST A VACANCY ON THE WEB PAGE**

Return completed form to the Department of Personnel to post on the Personnel Web Site.
Agencies should allow two to three days for postings to appear on the web site.

Position Title: **Confidential Secretary**

Posting for Transfers ONLY (current eligible list exists): Yes No

Exam Required: Yes No

Status (choose one):

(Please note provisionals and transfers are for competitive class positions only.)

- | | |
|--|---|
| <input type="checkbox"/> Permanent Full-time | <input checked="" type="checkbox"/> Permanent Part-time |
| <input type="checkbox"/> Provisional Full-time | <input type="checkbox"/> Provisional Part-time |
| <input type="checkbox"/> Temporary Full-time | <input type="checkbox"/> Temporary Part-time |
| <input type="checkbox"/> Transfer- Full-time | <input type="checkbox"/> Transfer- Part-time |

Salary: \$17.00 Hourly Yearly

Name of Point of Contact: **Deborah Coryer**

Title of Point of Contact: **Town Supervisor**

Agency Where Vacancy Exists: **Town of Dannemora**

Address of Point of Contact: **78 Higby Rd. Ellenburg Depot**

Phone Number of Point of Contact: **518-492-7541 x1**

Email Address of Point of Contact: **dcoryer@townofdannemora.com**

Email is required as completed applications will be electronically forwarded to the email listed.

Date Applications are Accepted Until by Point of Contact: **Until Filled**

Please notify us when you would like this vacancy removed from our website.

The Town of Dannemora is accepting applications for the position of Confidential Secretary to the Supervisor. The Confidential Secretary will provide administrative support daily for the Town Supervisor. The ideal candidate will possess computer knowledge and have a strong background in Bookkeeping and Basic Accounting, be able to adapt to Accounting & Payroll Software, and be well versed in Microsoft Word and Excel.

Other duties will include, but are not limited to:

- Basic office skills - answering phone calls, filing, ordering building and office supplies, and maintaining appropriate levels of inventory.
- Maintain confidential employee records
- Preparing various reports and meeting deadlines
- Excellent oral and written communication skills

The candidate must be capable of exercising independent judgment and maintaining the confidentiality of sensitive information and must be a strong team player.

Qualification Requirements ~ Graduation from a senior high school or evidence of having passed an examination for a high school equivalency diploma.

Interested candidates should apply online.

<https://www.clintoncountyny.gov/employment>

Applications are also available at the Town Hall @ 78 Higby Rd. Chazy Lake

Only those candidates under consideration will be contacted.