

Sullivan County Public Health Services is seeking to fill the following position:

CONFIDENTIAL SECRETARY (PUBLIC HEALTH)

This position involves the performance of confidential and clerical duties while also being delegated with significant responsibility to perform various administrative tasks in support of the managerial and administrative functions of a municipality or operating department. The work of an employee in this class serves as the basis for administrative decisions. Incumbents will usually be responsible for overseeing or supervising one or more major activities, such as special projects coordination, payroll/timekeeping supervision or clerical staff supervision. Under the general direction of the Public Health Director, the incumbent in this position performs confidential, executive secretarial tasks; relieving the appointing authority of administrative detail by receiving and handling inquiries, complaints, and requests related to applicable activities from other department heads, local and state officials, and the general public. Work is performed under general supervision of a higher-level administrative person, with wide leeway for independently carrying out most job tasks. This position must exercise a considerable amount of independent judgment in providing effective administrative and clerical support.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, and either:

- (A) Seven (7) years of administrative, office management, and/or secretarial experience, two (2) of which must have included the use of word processing equipment; or
- (B) Satisfactory completion of 30 credits* at a recognized college or university may be substituted for each year of the above stated experience

**SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post- secondary, degree-granting institution.*

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Annual Salary: \$51,636-\$67,128 commensurate with experience

TO APPLY FOR THIS POSITION, visit: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive position subject to Civil Service examination.

Applications will be accepted until the position is filled.

EEO/AA Employer M/F/D/V