

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
IS NOW ACCEPTING APPLICATIONS FOR:**

Confidential Secretary to the Hamilton District Attorney

Hamilton County is seeking to fill the Confidential Secretary position in the District Attorney's Office in Indian Lake. Starting salary is \$31,006. This is a full-time position with an excellent benefits package.

This position involves independently performing complex clerical operations and assisting the District Attorney with administrative details. The work calls for the frequent exercise of independent judgment in giving out information regarding departmental policies and practices, and in planning the routine of the office.

**This is an appointed position by the District Attorney.
There is no examination required.**

For more information or an application, please contact:
Hamilton County Personnel
PO Box 174, Court House
Lake Pleasant, NY 12108
(518) 548-6375

Applications must be received no later than August 23, 2019