

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.