



Office of Personnel and Civil Service Job Announcement Please Post Conspicuously

Michael Mascarenas
County Manager

Stephen McNally
Chairman of the Board

TITLE: CONFIDENTIAL SECRETARY TO THE COUNTY ATTORNEY

SALARY: \$30.35/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Attorney's Office, Elizabethtown.

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 40-Hour work weeks (Monday-Friday).

JOB SUMMARY: The work involves responsibility for assisting the department head by expediting, coordinating and relating departmental policies and procedures in administrative matters, including, but not limited to, direct supervision of department staff. The work also involves the responsibility for assisting the department head with oversight and monitoring of all department subcontractors, data entry for programs, and performing receptionist duties for the office. This is important administrative, and at times confidential work, with the primary purpose of which is to free time up for the department head for planning and policymaking and the attention to duties requiring technical knowledge. The work is performed under the general supervision of the County Attorney with wide leeway for the exercise of independent judgment in applying departmental policies. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

- (a) Possession of a Bachelor's Degree in Public Administration, Business Administration, Accounting, or related field and one year of paid office experience in a public or private business.
- (b) Possession of an Associate's Degree in Public or Business Administration, Accounting, or related field and three years of paid experience as defined in (a);
- (c) Graduation from high school or equivalency and five years of paid experience as defined in (a) above;
- (d) An equivalent combination of training and experience as defined in (a), (b) or (c) above.

Note: Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Additional Information: Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: January 16th, 2026

Application Deadline: January 26th, 2026



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