

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

COUNTY OFFICE BUILDING, PO BOX 636, WAMPSVILLE, NY 13163

315-366-2341 (Phone)

315-366-2725 (Fax)

Ryan D. Aylward

Director of Human Resources

ryan.aylward@madisoncounty.ny.gov



Shawn M. Prieto

Deputy Director of Human Resources

shawn.prieto@madisoncounty.ny.gov

VACANCY ANNOUNCEMENT

CONFIDENTIAL SECRETARY TO THE BOARD OF SUPERVISORS

(COUNTY APPLICATION REQUIRED- Go to: <https://madison-portal.mycivilservice.com/>)

Application Deadline: Please send an application to Madison County Department of Human Resources no later than **06/23/2025**.

Confidential Secretary to the Board of Supervisors sought for full-time position with the Madison County Board of Supervisors' Office. This is a position of special trust and confidence of sensitive information arising out of the office of the Board of Supervisors. Duties include but are not limited to, answering and screening calls, assisting with account keeping, typing and filing and general clerical support. The incumbent does related work as required.

This position is a Managerial/Confidential (M/C) position that includes a M/C benefit package.

2025 Hiring Salary: \$51,062/yr

EOE