

# MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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## VACANCY ANNOUNCEMENT

### CONFIDENTIAL SECRETARY TO THE INFORMATION TECHNOLOGY DIRECTOR (HELPS PROGRAM)

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

**Application Deadline:** Please send application to Madison County Department of Human Resources no later than **03/31/2026**.

Full-time Confidential Secretary to the Information Technology Director sought for the Madison County Information Technology Department. This is a position of special trust and confidence requiring the frequent exchange of sensitive information arising out of the office and administration of the Information Technology Director. The incumbent is required to perform moderately complex clerical duties involving responsibility for maintaining departmental accounts and records, typing, and office management for the Director, and other members of the management team. The work is performed under the direct supervision of the Information Technology Director with leeway allowed for the exercise of independent judgment. The incumbent does related work as required.

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

**2026 Hiring Salary: \$53,104/yr**

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of an Associate's degree, or higher, in Business Administration, Secretarial Science or a closely related field and one (1) year of full-time paid clerical experience, or its part-time equivalent, which shall have involved typing; OR
- B. Graduation from high school or possession of an equivalency diploma and three (3) years of full-time paid clerical experience, or its part-time equivalent, which shall have involved typing; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Degree(s) 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 of the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.

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