

The City of Batavia, seeks a Secretary. SALARY: \$37,301 - \$45,395. This will be a provisional appointment contingent upon the successful scoring on a Civil Service exam. Civil Service qualifications for examination are graduation from high school or possession of an appropriate equivalency diploma AND either an Associate's degree in Secretarial Science, Office Technology-Secretarial or related field and one (1) year of full-time, paid clerical experience to include typing; OR completion of a min. of 65 credit hours with a min. of 24 credit hours in Office Technology and one (1) yr full-time paid clerical experience to include typing, OR three (3) yrs full-time paid clerical experience, to include typing. The candidate will be responsible for handling citizen requests, entering departmental payroll, maintaining purchasing records, issuing permits, maintaining departmental records and other office related responsibilities. To be considered, please submit a resume, cover letter, and references to: Rebecca McGee, Human Resources Director, One Batavia City Centre, Batavia, New York 14020. First review of candidates to begin October 16th. Accepting application until position is filled. Background check, psychological assessment and physical with drug testing required. Candidate must become a resident of the County of Genesee or any adjacent town to the County of Genesee within 6 months of the date of conclusion of the probationary period for the City of Batavia. EEO