

# HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: City Manager's Office

POSITION TITLE: Confidential Administrative Assistant to the City Manager

SALARY RANGE: \$50,486 - \$63,383

THIS IS A NON-COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This is a stand-alone classification that involves performing complex confidential clerical, secretarial, and administrative support tasks for the City Manager. The incumbent works in a very confidential relationship with the executive in a position requiring a high degree of accuracy, performance skill and tact. Does related work as required.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in office technology or related field and 6 years of administrative secretarial support, 2 of which have been held in a senior organizational level position; or

(B) Graduation from high school or possession of a high school equivalency diploma and 8 years of administrative secretarial support, 4 of which have been held in a senior organizational level position.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: 01/21/2025

Email [civilservice@watertown-ny.gov](mailto:civilservice@watertown-ny.gov) for a complete job description.