

HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Engineering and Planning

POSITION TITLE: Secretary

SALARY RANGE: \$36,000 - \$46,928

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

PLEASE NOTE: This is a competitive title in the classified civil service. Appointment will be on a **provisional** basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

DISTINGUISHING FEATURES OF THE CLASS: This is the second level of the Administrative Support series and is responsible for performing a variety of complex clerical and administrative support tasks. The incumbent 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 or higher in Office Technology or related field and 1 year of clerical experience which must have included record keeping duties and the use of computers., or
- (B) Graduation from high school or possession of a high school equivalency diploma and 3 years of clerical experience as described above, or
- (C) Equivalent amount of training and experience as described above.

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

APPLICATION DEADLINE: 05/10/2025

Email civilservice@watertown-ny.gov for a complete job description.