

SECRETARY TO CORPORATION COUNSEL

The City of Amsterdam Corporation Counsel is seeking applicants for the position of Secretary to Corporation Counsel. This is a Civil Service Exempt class position with the City of Amsterdam, it is scheduled for 35 hours per week at a salary of \$30,000, with benefits.

Applicants must possess clerical and administrative skills. Proficiency with Microsoft Word and Excel are required.

Interested and qualified applicants must submit a cover letter, current resume, applications and references post marked on or before July 20, 2012, to;

Director of Employee Relations
City of Amsterdam
61 Church Street
Amsterdam, NY 12010