



CITY OF BEACON  
One Municipal Plaza  
Beacon, NY 12508  
845.838.5000  
[www.BeaconNY.gov](http://www.BeaconNY.gov)

**\*\*\*JOB ANNOUNCEMENT\*\*\***

The City of Beacon is accepting applications for one (1) full-time **Municipal Secretary** in the **Building Department**.

**MINIMUM QUALIFICATIONS:**

Completion of thirty (30) college credits; **OR** Possession of a certificate from a business/secretarial school; **OR** one (1) year of full-time clerical experience, that included the performance of skilled keyboarding duties.

**PERFORMANCE DUTIES, KNOWLEDGE, SKILLS, AND ABILITIES:**

This position is responsible for the performance of a variety of clerical, secretarial, and administrative tasks. Work is performed under general supervision with leeway allowed for the exercise of independent judgment. Supervision over others is not normally a function of this position; however, the incumbent may coordinate or oversee the work of subordinate employees in the completion of special projects or assignments. The incumbent should have good knowledge of the policies, practices, and procedures of the appropriate municipal department; good knowledge of office practices, procedures and equipment; good knowledge of business English and keyboarding skills; ability to maintain confidentiality; ability to communicate effectively, both orally and in writing, as in the preparation of routine correspondence; ability to learn the use of electronic data processing equipment; ability to establish and to maintain satisfactory working relationships with others, including the public; ability to maintain detailed records; ability to direct the work flow of a municipal department; ability to perform arithmetic operations accurately and quickly; initiative; good judgment; tact and courtesy.

**TYPICAL WORK ACTIVITIES:**

- Relieves the supervisor of a variety of routine responsibilities and tasks, including, but not limited to, keeping calendars and scheduling appointments;
- Answers routine questions from the public on meeting times, permit status, application filing, and zoning designation;
- Prioritizes mail or other matters requiring the attention of the supervisor and notes points of interest or those requiring action;
- Establishes and maintains all files and records which pertain to the office's activities;
- Coordinates office activities with activities of associated offices;
- Provides information to employees and the public on municipality's policies and procedures pertaining to department's activities;
- Serves as office secretary performing all necessary filing and receptionist duties;
- Receives various application packets from the public and checks for completeness;
- Does related work as required.

**SALARY/HOURS:** Step One is \$23.94 per hour; working forty (40) hours per week, inclusive of a paid 30 min lunch.

**APPLY AT:** The City of Beacon Human Resources Department, located at One Municipal Plaza, Beacon, NY 12508 or inquire by email at [HR@BeaconNY.gov](mailto:HR@BeaconNY.gov)

**NOTE: This is a provisional appointment and subject to a NYS Civil Service Examination.**

*This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the City of Beacon Human Resources Department. The City of Beacon does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, marital status, national origin, religion, disability, familial status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability, if requested.*

**The City of Beacon is an Equal Opportunity Employer M/F/V/H**

Posted 07/13/2023