

PLEASE POST

PLEASE POST

IMMEDIATE OPENING

SECRETARY TO THE NEWBURGH WATERFRONT ADVISORY COMMITTEE

\$3,500.00/annual stipend

GENERAL STATEMENT OF DUTIES:

Attends monthly evening meeting, prepares agendas, records **and prepares meeting minutes and related correspondence, as required.**

MINIMUM QUALIFICATIONS TO APPLY:

- **Graduation from high school plus one year of clerical experience**
- **Must be computer proficient in Microsoft Word **and have internet access****
- **Must have the ability to work independently**
- **Must possess the verbal and writing skills necessary for the preparation of technical correspondence**

**Send resume and cover letter to February 26, 2010 to
Newburgh Civil Service Office
City Hall, 83 Broadway
Newburgh, NY 12550**

Or, online to mmills@cityofnewburgh-ny.gov

THE CITY OF NEWBURGH IS AN EQUAL OPPORTUNITY EMPLOYER