



Position Open:
Part-time Administrative Secretary
City Hall

The City of Madisonville has an opening for part-time administrative secretary for City Hall. The purpose of this classification is to provide administrative and clerical support to City Hall. Employees in this classification perform a variety of office and administrative work.

Minimum Qualifications are below:

- High school diploma or GED
- One year of experience in administrative and clerical work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job
- Knowledgeable in the use of computers including the use Microsoft Word and Microsoft Excel.
- Telephone etiquette, customer service and the ability to work well with the public and other employees. Ability to understand and carry out complex oral and written instructions with accuracy.
- Must be able to work 11am until 4pm Monday – Friday

Applications will be accepted at City Hall, 77 N. Main Street, Madisonville, KY 42431. Applications are also available online at www.madisonvilleliving.com and www.indeed.com.

The City of Madisonville is an Equal Opportunity Employer.