



**Position Open:**  
**Administrative Secretary, Intern**

The City of Madisonville has an opening for Administrative Secretary, Intern. The purpose of this classification is to provide administrative and clerical support to Administration. Employees in this classification perform a variety of office and administrative work.

**Minimum Qualifications are below:**

- Possess a high school diploma or GED equivalent;
- Possess and maintain a valid Kentucky Driver's license;
- Enrolled in post-secondary education; academic or technical school program.
- 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.

Applications will be accepted at City Hall, 77 N. Main Street, Madisonville, KY 42431 until July 2, 2024. Applications are also available online at [www.madisonvilleliving.com](http://www.madisonvilleliving.com) and [www.indeed.com](http://www.indeed.com).

**The City of Madisonville is an Equal Opportunity Employer.**