



Position Open:
Administrative Secretary
City Hall

The City of Madisonville has an opening for 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.

Applications will be accepted at City Hall, 77 N. Main Street, Madisonville, KY 42431 until December 2, 2024. Applications are also available online at www.madisonvilleliving.com and www.indeed.com.

The City of Madisonville is an Equal Opportunity Employer.