



The Herkimer County Soil & Water Conservation District has an opening for a full time Secretary/Treasurer. This position is responsible for the clerical and financial activities of the Herkimer County Soil and Water Conservation District and serves as the Secretary/Treasurer to the Board of Directors. Must have the ability to work with and relate to others, including the general public and staff in an office environment. Proficient with methods used in bookkeeping, financial accounting and record keeping. Excellent organizational skills, ability to make sound decisions, and learn new techniques when necessary. Excellent verbal, writing, and typing skills. Proficient with computer software such as MSWord, Excel, and QuickBooks is required.

Minimum Qualifications: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Secretarial Science or related field and 1 year of clerical experience which involved word processing, accounting, and payroll; OR (B) Graduation from high school or possession of a high school equivalency diploma and 3 years of experience as stated in (A); OR (C) An equivalent combination of training and experience as defined in (A) and (B). NYS Driver's License required at the time of application.

There is a one year probationary period for this position. Residency in Herkimer County is preferred.

Typical Work Hours: 7 hours a day, 5 days a week = 35 hours/week

Annual Salary: \$28,000 – \$32,000 based on experience

Benefits: Health insurance, SEP IRA Retirement, sick leave, personal leave, and annual leave

For an application, contact the Herkimer County Soil and Water Conservation District at (315) 866-2520 ext. 5 or go to the website: www.herkimercountyswcd.com.

Please mail or drop off a copy of your NYS Driver's License, application, resume, and contact information for three professional references to the Herkimer County Soil and Water Conservation District, 5653 State Route 5, Herkimer, NY 13350. Last date to file application is October 10th, 2018. All application materials must be in our office no later than 4:00pm on October 10th, 2018 – no exceptions.