

We are seeking a reliable and detail-oriented Substitute Administrative Secretary to provide occasional, part-time coverage during employee days off, vacations, and unexpected absences. This role is ideal for someone looking for flexible, sporadic hours and who can step in as needed.

Sporadic, as-needed hours

Coverage may be requested with short notice

No guaranteed weekly hours

Responsibilities:

- Answer and direct phone calls professionally
- Greeting visitors and provide basic assistance
- Perform general administrative duties (filing, data entry, copying, scanning)
- Manage emails and basic correspondence
- Maintain office organization and confidentiality
- Assist with other clerical tasks as assigned

Applications can be picked up in the Public Safety Office or printed off the City website. Please feel free to reach out with questions by stopping in the Public Safety office or calling Commissioner Gaetano or Deputy Commissioner April at 518-664-9884 x321. We are accepting applications until January 7th, 2026.