



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

TITLE: Clerk Typist, Part-time (5 positions)

SALARY: \$9.09 - \$11.70 hourly

LOCATION: Monroe County Department of Public Health - WIC Program

JOB SUMMARY:

This is an entry-level clerical work involving responsibility for the performance of routine clerical tasks. Independent judgment is restricted to the application of standard procedures to specific cases. Typing is an integral part of this position. Employees receive detailed oral and/or written instructions for new, more involved or difficult assignments. The work is reviewed by immediate supervisory observation, by cross checking, or by another step in the clerical process. Direct supervision is received from a higher level clerical employee or an administrator who is available to assist with difficult or policy problems.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Where education is lacking, clerical experience may be substituted on a year-for-year basis.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Send Civil Service Application to: Monroe County Department of Human Resources
111 Westfall Road - Room 756
Rochester, NY 14620

Posting Deadline: December 21, 2007