



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: CLERK, SEASONAL – BOARD OF ELECTIONS

SALARY: \$18.00 hourly

LOCATION: Monroe County Board of Elections

HOURS: Up to 35 hours per week preferred.
No benefits
If selected for this position, you are responsible for your parking costs.
Available to start June 1, 2023 – July 9, 2023.
Date range may be extended based on the demand of the appointed position.

JOB SUMMARY:

This is a seasonal clerical position involving the performance of a variety of routine clerical tasks. Employees of this class receive detailed oral and/or written instructions for new or more involved or difficult assignments. The work is reviewed by immediate supervisory observation and checking completed work, by periodic or spot-checking, by cross-checking, or by another step in the clerical process. The Clerk Seasonal works under direct supervision from a higher-ranking clerical employee. Does related work as required.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

Ability to answer and direct phone calls, maintain files and records, perform data entry, proofread, provide customer service, stuff envelopes and various other clerical tasks. Ability to lift minimum of 20lbs.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY BOARD OF ELECTIONS
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614
ATTENTION: NATALIE SHEPPARD

Posting Date: May 19, 2023

Posting Deadline: May 26, 2023