



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta-Zury  
Director

**TITLE:**                   **OFFICE CLERK I**  
(Provisional\* Appointment)

**SALARY:**               \$36,356 - \$49,813 annually

**LOCATION:**            Monroe County Department of Public Safety - Communications

### **JOB SUMMARY:**

This is a senior level clerical position responsible for the independent performance of difficult and complex clerical and routine administrative business assignments requiring the exercise of considerable independent judgment and that hold a high consequence of error. The use of a personal computer for word processing and database manipulation and entry is an integral part of the position. The work is performed with brief instructions regarding general objectives. The employee is permitted considerable freedom in prioritizing work and interpreting and applying policies procedures. The employee reports directly to and works under the general supervision of an administrative level staff member. General supervision may be exercised over a subordinate staff. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus either:

- (A) Five (5) years of paid full time or its part time or volunteer equivalent office clerical or secretarial experience; OR,
- (B) Graduation from a regionally accredited or New York State Registered college or university with an Associate's degree in Secretarial Science, Office Technology or a closely related field, plus three (3) years of office clerical or secretarial experience; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

### **NOTES:**

Successful completion of one (1) year of college coursework (or 30 semester credit hours) from a New York State registered or regionally accredited college or university may be substituted for up to one (1) year of the required experience.

Experience as a Teller, Cashier or Sales Clerk shall not be considered appropriate experience for the purposes of these minimum qualifications.

### **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 or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADDITIONAL INFORMATION:**

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

**RESIDENCY REQUIREMENT:**

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

**SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY COMMUNICATIONS – RADIO CENTER  
1530 HIGHLAND AVENUE  
ROCHESTER, NEW YORK 14618  
ATTENTION: CHRISTOPHER FISH

**Posting Date:** May 30, 2023

**Posting Deadline:** June 13, 2023

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.