



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:**                   **PAYROLL CLERK**  
(Provisional\* Appointment)

**SALARY:**               \$37,447 - \$51,307 annually

**LOCATION:**             Monroe County Department of Human Resources

**HOURS:**               Monday - Friday, 8:00 am until 5:00 pm

**JOB SUMMARY:**

This is a specialized clerical position involving the review of timecards/time sheets and the performance and maintenance of payroll functions. Employees process payroll manually and on a computer terminal. The employee reports directly to, and works under the general supervision of, a higher-level staff member. Supervision is normally not a responsibility of this class. Does related work as required.

**MINIMUM QUALIFICATIONS:**

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

- (A) Three (3) years of full-time or its part-time equivalent paid experience posting financial or accounting records, or entering and editing data on payroll records; OR,
- (B) Graduation from a regionally accredited or New York State college or university with an Associate's degree in Accounting or Finance, plus one (1) year of experience as described in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State college or university with an Associate's degree, plus two (2) years of experience as described in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

**SPECIAL REQUIREMENTS:**

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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:**

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

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.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** April 16, 2024

**Posting Deadline:** April 25, 2024

\*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.