



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta-Zury  
Director

**TITLE:**                    **RECEPTIONIST (BILINGUAL)**  
                                  **(Provisional\* Appointment)**

**SALARY:**                 \$33,298 - \$40,549 annually

**LOCATION:**                Monroe County Office of Public Defender

**JOB SUMMARY:**

This is a clerical position which involves responsibility for receiving office callers and performing a variety of routine clerical duties requiring a moderate degree of decision making. Employees of this class are required to translate and interpret conversations, written material and standard forms from English to Spanish and from Spanish to English and converse with Spanish callers or visitors. The work involves answering phones, directing visitors and processing related paperwork and is performed in accordance with well-defined objectives, policies and procedures. This employee works independently under direct supervision from, and reports directly to, a higher level clerical employee or administrator. Supervision of others is not a responsibility of this class. Does related work as required.

**MINIMUM QUALIFICATIONS:**

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

- (A) One (1) year paid full-time or its part-time equivalent office clerical/secretarial or customer service related experience; OR,
- (B) Successful completion of at least thirty (30) credit hours from a college or university; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

**NOTE:** College level training in other than clerical or secretarial science area cannot be substituted for any work experience.

**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:**

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.

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

MONROE COUNTY PUBLIC DEFENDER'S OFFICE  
ATTENTION: MIKE MOLINARI  
10 N. FITZHUGH STREET  
ROCHESTER, NEW YORK 14614

**Posting Date:** February 7, 2024

**Posting Deadline:** Until Filled

\*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.