



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: ABSENTEE CLERK – BOARD OF ELECTIONS

SALARY: \$34,576 - \$45,552

LOCATION: Monroe County Board of Elections

HOURS: 35 hours/week (preferred)
Includes Benefits; does not include parking costs

JOB SUMMARY:

This position is responsible for the independent performance of varied clerical duties requiring a moderate degree of decision making. The use of a personal computer for word processing and database entry is an integral part of this position all or part of the time. The work is performed in accordance with well-defined objectives, policies and procedures, but detailed instructions are given for new or difficult assignments. The employee reports directly to, and works under the general supervision of a higher-level staff member. 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. 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 light lift minimum of 30lbs.

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.

RESIDENCY REQUIREMENT:

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

ADDITIONAL INFORMATION:

From July 2022 through October 2023 Monroe County will be providing full-time employees a quarterly \$500 retention payment.

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: September 30, 2022

Posting Deadline: October 14, 2022