



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: ABSENTEE CLERK – BOARD OF ELECTIONS

SALARY: \$30,216 - \$38,322 annual

LOCATION: Monroe County Board of Elections

HOURS: 35 hours per week preferred
This is a full-time assignment. Over-time required.

JOB SUMMARY:

This is a full-time position involving the performance of directly interacting with voters and a variety of tasks involving data entry regarding Absentee Balloting. Employees of this class receive detailed oral and/or written instructions for new or more involved assignments. The work is reviewed by immediate supervisory observation and by periodic cross-checking, or by another step in the clerical process. The Absentee Clerk works under direct supervision from the Floor Supervisor. Performs related work as required.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

Ability to: answer and direct phone calls, maintain files and records, data entry, customer service, envelope stuffing and various clerical tasks.

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.

NOTE:

If you are selected for this position, you are responsible for your parking cost.

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 108
ROCHESTER, NEW YORK 14614
Attention: Natalie Sheppard

Posting Date: July 16, 2021

Posting Deadline: August 10, 2021

210 County Office Building, 39 West Main Street, Rochester,
NY 14614-1471 PHONE: (585) 753-1700 TTY: (585) 753-1091
WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer