



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

**TITLE:** **ADMINISTRATIVE SECRETARY (Provisional\* Appointment)**

**SALARY:** \$33,595 - \$42607 annually

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

### **JOB SUMMARY:**

This is an important secretarial position involving the performance of complex clerical tasks and the taking of dictation and the operation of a typewriter in its transcription. Employees of this class serve as secretaries to department heads, school superintendents and bureau heads. The employee exercised independent judgment in solving office management problems, acts in behalf of the administrator in accomplishing routine administrative business, and types confidential or technical material. The employee works under general supervision from an administrator and is permitted considerable freedom in referring or responding to inquiries. Direct supervision is exercised over a small clerical staff. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

(A) Graduation from high school or possession of a high school equivalency diploma, plus five (5) years of stenographic experience, two (2) years of which shall have been at a senior level; OR,

(B) Graduation from a school of business and possession of a diploma or certificate of satisfactory course completion, plus three (3) years of responsible stenographic experience, two (2) years of which shall have been at a senior level; OR,

(C) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Secretarial Science, including a minimum of nine (9) credit hours in shorthand and transcription, plus three (3) years of responsible stenographic experience, two (2) years of which shall have been at a senior level; OR,

(D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above sufficient to indicate ability to do the work.

### **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 and for at least four (4) months at the time of examination.

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

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES  
111 WESTFALL ROAD – HUMAN RESOURCES RM 752B  
ROCHESTER, NEW YORK 14620

**Posting Date:** October 19, 2020

**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.