



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: ASSISTANT RECORDING CLERK (Provisional* Appointment)

SALARY: \$25,048 - \$31,767 annually

LOCATION: Monroe County Clerk's Office

JOB SUMMARY:

This is a clerical position in the County Clerk's Office responsible for editing and verifying a variety of legal documents. The employee assists customers to obtain information, processes applications, collects fees, etc. Strict attention to detail is required as errors may have broad ramifications. The employee reports directly to, and works under the general supervision of, a Recording Clerk or other higher level staff member. The employee may be scheduled to work days, evenings and weekends. Lifting or moving books and office materials up to a maximum of twenty-five (25) pounds is required. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma PLUS either:

- (A) Two (2) years paid full-time or its part-time equivalent clerical or teller experience that involved data entry or typing**; OR,
- (B) Successful completion of thirty (30) college semester credit hours plus one (1) year paid full-time or its part-time equivalent experience as defined in (A) above**; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**Up to six (6) months paid full-time or its part-time equivalent experience as a cashier can substitute for up to six (6) months of the required clerical or teller work experience.

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 RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: July 19, 2017

Posting Deadline: August 1, 2017

*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.