



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **ASSISTANT SECRETARY TO THE FINANCE DIRECTOR**

SALARY: \$38,888 – \$53,283 annually

LOCATION: Monroe County Department of Finance
Office of Management and Budget

JOB SUMMARY:

This is a secretarial position responsible for confidential and complex secretarial tasks for several divisions in the Department of Finance including the Director of Management and Budget, the Director of Real Property Tax Services and the Controller's Office. The employee exercises considerable independent judgment in solving office management problems, acts on behalf of senior administrative staff in accomplishing routine administrative business and types confidential and/or technical materials utilizing complex software programs. Heavy reliance is placed on the utilization of a computer in the performance of duties. The employee reports directly to, and works under the general supervision of the Director of Finance and Chief Financial Officer or other higher-level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

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

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Paralegal Studies, Secretarial Science, Office Technology, or a closely related field plus two (2) years paid full-time or its part-time equivalent experience performing office clerical, paralegal, or secretarial work; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience defined by the limits of (A) and (B) above.

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.

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: May 11, 2022

Posting Deadline: May 27, 2022