



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: CLERK - SEASONAL

SALARY: \$12.50 - \$15.00 hourly

LOCATION: Monroe County Department of Human Resources

HOURS: Part-time

JOB SUMMARY:

This is a seasonal clerical position involving the performance of a variety of routine clerical tasks that involve little or no typing. Employees of this class receive detailed oral and/or written instructions for new or more involved or difficult assignments. 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. The Clerk Seasonal works under direct supervision from a higher-ranking clerical employee. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

NOTE: Where education is lacking clerical experience may be substituted on a year for year basis.

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: June 17, 2021

Posting Deadline: July 5, 2021