Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: CLERK I

SALARY: $42,950 - $57,617 annually

LOCATION: Monroe County Department of Public Safety: Crime Lab

JOB SUMMARY:
This is a senior level position responsible for planning, administering, and performing complex clerical tasks using independent judgement and good decision-making skills. The use of a personal computer for word processing and database entry and manipulation is an integral part of this position. Responsibilities include dealing with complicated systems and interpreting laws or technical regulations. The employee reports directly to, and works under the general supervision of, a department head or an administrator. General supervision may be exercised over a subordinate staff. Does related work as required.

HELP PROGRAM:
Hiring for Emergency Limited Placement Program. This program streamlines the appointment process to allow Monroe County to hire diverse, qualified permanent employees quickly and without examinations.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) Graduation with an Associate's degree or successful completion of at least sixty (60) credit hours from a college or university, plus two (2) years paid full-time or its part-time equivalent office clerical or secretarial experience**; OR

(B) Four (4) years paid full-time or its part-time equivalent office clerical or secretarial experience**; OR,

(C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**Experience as a Teller, Cashier or Sales Clerk will not be considered appropriate experience for the purposes of these minimum qualifications.

SPECIAL REQUIREMENTS:
This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer

SPECIAL REQUIREMENTS (continued):
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.

ADDITIONAL INFORMATION:
Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:
Applicants must be a resident of Monroe County or a contiguous county at the time of appointment. Contiguous counties are Orleans, Genesee, Livingston, Wayne and Ontario. Preference may be given to Monroe County residents

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF PUBLIC SAFETY
33 N. FITZHUGH STREET, ROOM 2123
ROCHESTER, NEW YORK 14614

Posting Date: November 17, 2025

Posting Deadline: Until filled

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