



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: CLERK, SEASONAL – BOARD OF ELECTIONS

SALARY: \$15.00 hourly

LOCATION: Monroe County Board of Elections

HOURS: 35 hours per week preferred.
This is a seasonal assignment. Time and a half overtime is offered.
No benefits, if selected for this position, you are responsible for your parking costs.

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.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

Ability to answer and direct phone calls, maintain files and records, perform data entry, proofread, provide customer service, stuff envelopes and various other clerical tasks.

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 BOARD OF ELECTIONS
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614
ATTENTION: DAVID REILICH

Posting Date: August 27, 2020

Posting Deadline: Until filled