



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea Guzzetta
Director

TITLE: **CONFIDENTIAL SECRETARY TO THE DEPUTY DIRECTOR
FOR SERVICES**

SALARY: \$41,249 - \$56,517 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is an important secretarial position located in the Office of the Deputy Director of Human Services involving responsibility for the performance of confidential and complex clerical and secretarial duties. The work is performed with considerable independent judgment and decision-making with regard to referrals under the general supervision of the Deputy Director of Human Services. Supervision is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS:

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

- (A) Four (4) years of office clerical experience demonstrating the capacity for independent judgment and decision making; OR,
- (B) An Associate's degree in Secretarial Science, plus two (2) years of experience as described in (A); OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above sufficient to indicate the ability to do the work.

NOTE: Experience as a Teller, Cashier or Sales Clerk shall not be considered office clerical 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 SERVICES
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B
ROCHESTER, NY 14620

Posting Date: January 19, 2022

Posting Deadline: Until Filled