



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:**                   **DATA ENTRY CASHIER**  
(Provisional\* Appointment)

**SALARY:**               35,270 – 48,326 annually

**LOCATION:**             Monroe Community Hospital

**JOB SUMMARY:**

This position is responsible for receiving, checking and recording of a variety of funds for a department or agency. Duties involve maintaining records of receipts and disbursements, both manually and by use of a computer terminal. The employee reports directly to, and works under the general supervision of a Supervising Accountant 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) Two (2) years paid full-time or its part-time equivalent clerical experience involving bookkeeping, record keeping or cashiering\*\*, one (1) year of which must have involved utilization of computers or data entry equipment; OR,
- (B) Successful completion of one (1) college level or business institute course in keyboarding, introduction to personal computers, computer applications, computer science, or database management or similar coursework, plus two (2) years paid full-time or its part-time equivalent clerical experience involving bookkeeping, record keeping or cashiering\*\*; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*\*Cashiering must include reconciling and balancing cash.

**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.

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:**

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COMMUNITY HOSPITAL  
435 EAST HENRIETTA RD  
ROCHESTER, NY 14624

**Posting Date:** December 3, 2024

**Posting Deadline:** Until filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.