



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

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**TITLE: EXECUTIVE SECRETARY TO THE DIRECTOR OF THE OFFICE OF PUBLIC INTEGRITY**

**SALARY:** \$38,936 - \$49,380 annually

**LOCATION:** Monroe County Office of Public Integrity

**JOB SUMMARY:**

This is a high level secretarial position, located at Monroe County's Office of Public Integrity, and is responsible for the performance of confidential and complex secretarial tasks. Duties involve solving office management problems and referring or responding to inquiries, acting on behalf of the administrator in accomplishing routine administrative business, and typing and/or composing confidential materials. The employee reports directly to, and works under the general supervision of the Director of Office of Public Integrity. Does related work as required.

**CHARACTERISTICS OF THE IDEAL CANDIDATE:**

- A. Prior experience in an executive secretary or similar high level administrative assistant position.
- B. Proficiency in Microsoft Office Suite & comfort with computer technology and SAP.
- C. Experience with scheduling, inventory control & basic financial systems.
- D. Excellent verbal and written communication skills.
- E. Comfort working in a fast-paced environment, where confidentiality and flexibility are key.
- F. Exceptional office management & organizational skills.

**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:** January 01, 2021

**Posting Deadline:** Until Filled