



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: EXECUTIVE SECRETARY TO THE DIRECTOR OF PUBLIC SAFETY

SALARY: \$37,423 - \$47,463 annually

LOCATION: Monroe County Department of Public Safety

JOB SUMMARY:

This is an important secretarial position involving the performance of confidential and complex secretarial tasks for the Director of Public Safety. The employee exercises considerable independent judgment in solving office management problems, acts on behalf of the administrator in accomplishing routine administrative business and types confidential and/or technical materials. General supervision is received from the Director of Public Safety and considerable freedom is permitted in referring or responding to inquiries. General supervision is exercised over a small clerical staff. Does related work as required.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

- Prior experience in an executive secretary or similar high level administrative assistant position.
- Proficiency in Microsoft Office suite & comfort with computer, radio & other technology.
- Experience with scheduling, inventory control & basic financial systems.
- Excellent verbal and written communication skills.
- Comfort working in a fast-paced, emergency response environment, where flexibility is key.
- 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.

SEND RESUME AND COVER LETTER TO:

ROBERT BURNS, DIRECTOR OF PUBLIC SAFETY
MONROE COUNTY DEPARTMENT OF PUBLIC SAFETY
50 W. MAIN STREET, ROOM 4119
ROCHESTER, NEW YORK 14614

Posting Deadline: Until filled