



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: EXECUTIVE SECRETARY TO THE DIRECTOR

SALARY: \$38,172 - \$48,412 annually

LOCATION: Monroe County

JOB SUMMARY:

This is a secretarial and administrative assistant position involving the performance of confidential and complex administrative and clerical assignments. The work involves direct assistance to the Director in the performance of secretarial duties, and with considerable independent judgment under the direct supervision of the Director. Direct supervision may be exercised over subordinate 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, and other technology.
- Experience with scheduling, inventory control & basic financial systems.
- Excellent verbal and written communication skills.
- Comfortable working in an office environment.
- 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.

PLEASE APPLY ON LINE OR SEND APPLICATION TO:

www.monroecounty.gov

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET, ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: February 25, 2020

Posting Deadline: March 6, 2020