



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Office Clerk 4, Part-time

SALARY: \$9.09 - \$11.70 hourly

LOCATION: Monroe County Department of Public Health- WIC Program

JOB SUMMARY:

This is entry-level clerical work involving responsibility for the performance of routine clerical tasks. Independent judgment is restricted to the application of standard procedures to specific cases. The use of a personal computer for word processing and database entry is an integral part of this position. Employees receive detailed oral and/or written instructions for new, more involved or difficult assignments. The work is reviewed by immediate supervisory observation, by cross checking, or by another step in the clerical process. The employee reports directly to and works under the direct supervision of a higher-level employee. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

NOTE: Where education is lacking, clerical experience may be substituted on a year-for-year basis.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Additional Information:

Candidates for employment with Monroe County will be required to pass a pre-employment drug test.

Candidates for full time employment with the Monroe County Government will be required to pass a Pre-Employment Background Investigation. The candidate will be required to pay for the cost of fingerprinting, which is \$100.00. If the candidate is hired they will be reimbursed via payroll.

RESIDENCY REQUIREMENT:

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

Send Civil Service Application to: Monroe County Department of Public Health
111 Westfall Rd-Human Resources Rm:752B
Rochester, NY 14620

Posting Deadline: April 1, 2011

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer