



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: NURSING CLERK (Provisional* Appointment)

SALARY: \$10.99 - \$14.13 per hour

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is a clerical position in the Monroe Community Hospital responsible for providing a variety of clerical support duties to Nursing staff. Work involves answering telephones and resident call lights, data entry, typing, filing, copying, faxing and similar clerical duties. The employee reports directly to and works under the general supervision of a senior-level professional nursing staff member. Does related work as required.

In order to perform the duties of this position, an applicant should possess or be able to:

- Good knowledge of office and clerical practices and procedures;
- Good knowledge of standard office equipment including fax machine, copiers, telephones, and computers;
- Good knowledge of word processing and database management;
- Good knowledge of English usage and terminology;
- Working knowledge of nursing and pharmaceutical terminology and principles for providing clerical support;
- Ability to communicate effectively orally and in writing;
- Ability to establish and maintain effective working relationships;
- Ability to work with the public, residents, and family members;
- Ability to prepare and maintain files;
- Ability to maintain and order office supplies and equipment;
- Ability to provide good customer service;
- Organizational ability;
- Attention to detail; tact; courtesy; accuracy; good judgment;
- Physical condition commensurate with the demands of the position

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's or Bachelor's degree, plus two (2) years paid full-time or its part-time equivalent experience involving customer service or general office activities; OR,
- (B) Four (4) years of experience as defined by the limits of (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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.

NOTE: Applications can be downloaded from www.monroehosp.org or obtained in the Monroe Community Hospital Human Resources Office. Submit completed applications to:

MONROE COMMUNITY HOSPITAL
HUMAN RESOURCES
435 E. HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: August 15, 2014

Posting Deadline: August 27, 2014

*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.