



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** OFFICE CLERK III, Part-time (Non-competitive)  
**LOCATION:** Monroe Community Hospital – Volunteer Department  
**SALARY:** \$10.60 - 13.67 hourly  
**HOURS:** Four days/week, 6 hours/day

### **JOB SUMMARY:**

This is a clerical position in the Volunteer Department responsible for assisting the supervisor in the recruitment, placement and oversight of all of the volunteers at MCH. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Answers telephone and records and communicates any messages;
- Receives and distributes mail;
- Posts information and completes forms and cards;
- Performs simple calculations requiring basic arithmetic for bank deposits;
- Keeps lists, rolodex and other information accurate and current;
- Communicates with appropriate departments the status of volunteers;
- Makes copies and distributes schedules, lists, instructions, etc.;
- Assists in with other volunteer events as needed;
- Maintains volunteer attendance records;
- Maintains office supply inventory;

### **MINIMUM QUALIFICATIONS:**

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

- (A) Two (2) years of paid full-time or its part-time or volunteer equivalent office clerical or secretarial experience; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science, Office Technology or a closely related field; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

### **NOTES:**

- Successful completion of one (1) year of college coursework (or 30 semester credit hours) from a New York State registered or regionally accredited college or university may be substituted for up to one (1) year of the required experience.
- Experience as a Teller, Cashier or Sales Clerk shall not be considered office appropriate experience.

**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.

**NOTE:** Applications can be downloaded from [www.monroehosp.org](http://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