



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard, SPHR  
Director

**TITLE:** SENIOR PERSONNEL CLERK – MONROE COMMUNITY HOSPITAL  
(Provisional\* Appointment)

**SALARY:** \$26,091 - \$33,440 annually

**LOCATION:** Monroe Community Hospital

### **JOB SUMMARY:**

This is a clerical support position responsible for assisting with personnel and/or employee health administration at the Monroe Community Hospital. Work involves maintaining and producing records and reports, responding to inquiries and explaining Civil Service rules and procedures to employees and applicants, as well as conducting employment verification, ensuring staff has current certification and licensing, and preparing paperwork for hires, promotions and other Civil Service/personnel activities. The employee reports directly to and works under the general supervision of an administrative staff member. Does related work as required.

### **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 a Bachelor's degree plus one (1) year paid full-time or its part-time equivalent experience involving customer service activities\*\*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Five (5) years of experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*\*For the purposes of these minimum qualifications, customer service must involve assisting vendors, clients, employees, or customers resolve problems with merchandise or service issues other than cashiering or sales.

### **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 and for at least four (4) months at the time of examination.

**THE FOLLOWING FACTORS WILL ALSO BE CONSIDERED:**

Work Record and Attendance

**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

**Posting Date:** February 9, 2015

**Posting Deadline:** February 20, 2016

\*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.