



Department of Human Resources & Civil Service

Summer Job Announcement

Maggie Brooks
County Executive

Brayton McK. Connard
Director

TITLE: Clerk – Seasonal

SALARY: \$7.25 - \$10.50 per hour

LOCATION: Department of Public Health

SCHEDULE: Early June through August (approximately 15 weeks)
Full-time, 40 hours / week, M – F, 8:00 a.m. – 5:00 p.m.

Job Summary:

All Clerk - Seasonal positions will provide support to current staff in the programs listed below. Computer skills are a must; including proficiency with Word. Lotus Notes and Excel experience a plus. All will operate a variety of office equipment, such as: a PC, printer/copier/fax/scanner, desk calculator, and multi-line phone.

Positions available in the following programs:

1. Public Health Director's Office - Administration Division
2. Office of Vital Records
3. Environmental Health Division
4. Communicable Disease Prevention and Control Division – Starlight Pediatrics & Communicable Disease Prevention and Control Administration

Minimum Qualifications:

Graduation from high school or possession of an equivalency diploma.

Interest in business, office administration, or Public Health preferable.

Special Requirements:

1. Must pass a pre-employment drug test.
2. Must be at least 18 years of age.
3. Must be a Monroe County resident.
4. Must have a valid NYS driver's license or ability to meet the transportation needs of the position.

Send Seasonal Applications to: Monroe County Department of Human Resources
Summer Employment
39 W. Main Street - Room 210
Rochester, NY 14614-1471

Posting Deadline: No posting deadline. Positions will be filled as qualified candidates are identified.

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>

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An Equal Opportunity Employer