



# Department of Human Resources & Civil Service

## Summer Job Announcement

Maggie Brooks  
County Executive

Brayton McK. Connard  
Director

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**TITLE:** Clerk – Seasonal - Four (4) Positions

**SALARY:** \$7.25 - \$10.50 per hour

**LOCATION:** Department of Public Health – Various Programs

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

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### 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. Office of Vital Records
2. Communicable Disease Prevention and Control Division – Starlight Pediatrics & Communicable Disease Prevention and Control Administration
3. Early Intervention Program
4. Preschool Special Education Program

### 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:** May 29, 2013

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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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