



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: HEALTH CLERK COVID - Temporary

SALARY: \$15.00 - \$20.00 per hour

HOURS: Hours are flexible, could include evenings and weekends

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This is a temporary position responsible for a variety of clerical duties in support of the COVID-19 task force.

Duties include but are not limited to –

- Provide clerical support to clinical staff administering COVID-19 vaccines, ensuring data is properly recorded, and assisting the site coordinator as needed.
- Telephone communication, the use of a personal computer for data entry, compiling and mailing letters, contact tracing, and providing instructions on quarantine, isolation and release.
- Staffing and administering COVID-19 tests at remoting testing sites around the county, ensuring testing data is properly recorded, conducting community outreach alerting area residents that testing is available, and assisting site coordinator as needed.

The work is performed in accordance with well-defined objectives and procedures, but detailed instructions are given for new or difficult assignments. The employee reports directly to, and works under the general supervision of a higher-level staff member. Training will be provided by Health Department staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

Monroe County Department of Public Health
111 Westfall Road - Human Resources Rm.752B
Rochester, NY 14620

Posting Date: January 6, 2021

Posting Deadline: Until Filled