



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **OFFICE CLERK III**
 (Provisional* Appointment)

SALARY: \$33,289 - \$40,548 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This position is responsible for the independent performance of clerical duties requiring a moderate degree of decision-making. The use of a personal computer for word processing and database entry and manipulation is an integral part of this position. The work is performed in accordance with well-defined objectives, policies and procedures, but detailed instructions are given for new or difficult assignments. The work is typically submitted in its final form and is subject to general review by superiors. The employee reports directly to, and works under the general supervision of, a higher-level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

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

- (A) Successful completion of at least thirty (30) credit hours from a college or university; OR,
- (B) One (1) year paid full-time or its part-time equivalent office clerical or secretarial experience**; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**Experience as a Teller, Cashier or Sales Clerk will not be considered appropriate experience for the purposes of these minimum qualifications.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

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.

ADDITIONAL INFORMATION:

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
ATTENTION: PERSONNEL
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: September 20, 2024

Posting Deadline: Until filled

*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.