



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **OFFICE MANAGER
(Exempt Executive Secretary to the Director of Finance)**

SALARY: \$44,636 - \$61,158 annually

LOCATION: Monroe County Department of Finance

JOB SUMMARY:

This is an administrative position responsible for a variety of office administration, business management, and confidential executive assistant activities and tasks. The employee exercises considerable independent judgment in solving office management problems, acts on behalf of senior administrative staff in accomplishing routine administrative business, and uses confidential and/or technical information utilizing complex software programs and databases. Significant reliance is placed on the utilization of a computer in the performance of duties, as well as personal interactions with all levels of staff. The employee reports directly to, and works under the general supervision of the department head or other higher-level staff member.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

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

- (A) Graduation with an Associate's degree or 60 credit hours, plus two (2) years paid full-time or its part-time equivalent experience performing office clerical, paralegal, or secretarial work, OR;
- (B) Four (4) years paid full-time or its part-time equivalent experience in performing office clerical, paralegal, or secretarial work, OR;
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

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 COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: December 31, 2024

Posting Deadline: Until filled