



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: NURSING CLERK (Provisional* Appointment)

SALARY: \$26,458 - \$31,620 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is a clerical position in Monroe Community Hospital responsible for providing a variety of clerical support duties to Nursing staff. Work involves answering telephones and patient call lights, data entry, typing, filing, copying, faxing and similar clerical duties. The employee reports directly to, and works under the general supervision of a senior-level professional nursing staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

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

- (A) Completion of thirty (30) college semester credit hours; OR
- (B) One (1) year paid full-time or it's part-time equivalent experience in general office activities; OR
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. 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 and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

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

Posting Date: August 6, 2021

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.