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 (HELP PROGRAM)

SALARY: $36,617 - $43,876 annually

LOCATION: Monroe County Sheriff's Office
Sheriff's Administration

HELP PROGRAM:
Hiring for Emergency Limited Placement Program. This program streamlines the appointment process to allow Monroe County to hire diverse, qualified permanent employees quickly and without examinations.

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.

This position is a civilian role responsible for overseeing all aspects of digital communication, social media presence, and online engagement for the Sheriff's Office. This role ensures timely, accurate, and transparent communication with the public, supports crisis communication efforts, and strengthens community trust through innovative use of digital platforms. Proven experience in digital marketing, social media management, or communications. Strong writing, editing, and multimedia skills. Ability to work under pressure and deliver accurate information quickly. Familiarity with law enforcement or public safety communication policies a plus.

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.

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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:
Applicants must be a resident of Monroe County or a contiguous county at the time of appointment. Contiguous counties are Orleans, Genesee, Livingston, Wayne and Ontario. Preference may be given to Monroe County residents

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 2, 2025

Posting Deadline: January 31, 2026

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