



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

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**TITLE:** OFFICE CLERK III, PER DIEM

**SALARY:** \$31,994 - \$37,471 annually

**LOCATION:** Monroe Community Hospital

**HOURS:** As Needed

**JOB SUMMARY:**

This position is responsible for the independent performance of varied clerical duties requiring a moderate degree of decision making. The use of a personal computer for word processing and database entry 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) Two (2) years paid full-time or its part-time or volunteer\* equivalent office clerical or secretarial experience; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or successful completion of sixty (60) college semester credit hours; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*Volunteer experience must be documented by the participating agency and signed by the appointing authority. Employment dates, average number of hours worked per week, and job duties must be included. Documentation must be included with your application.

**NOTE:** Experience as a Teller, Cashier or Sales Clerk shall not be considered office appropriate experience.

**SPECIAL REQUIREMENTS:**

A candidate needs to have received their primary COVID-19 vaccination series.

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.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

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

**Posting Date:** August 11, 2021

**Posting Deadline:** Until filled