



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

REVISED

TITLE: PERSONNEL CLERK (Provisional* Appointment)

SALARY: \$23,609 - \$29,942 annually

LOCATION: Monroe County Department of Public Health & Department of Human Services -
Human Resources Team

JOB SUMMARY:

This is a clerical position responsible for maintaining personnel and payroll records and performing other related duties, such as explaining benefits to employees. The employee reports directly to, and works under the general supervision of, a higher level staff member. Work is submitted in its final form when completed. Supervision may be exercised over a small number of subordinate clerical employees. Does related work as required.

This position is responsible for clerical support in Human Resources for both Public Health and Human Services. The duties involve, but are not limited to: preparing routine personnel transactions and correspondence, maintaining personnel records, distribution of paychecks, and assisting employees with routine questions and problems. The work week is 40 hours, Monday through Friday, 8:00 a.m. until 4:30 p.m. Human Resource and customer service experience is desirable.

MINIMUM QUALIFICATIONS:

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

- (A) Successful completion of thirty (30) college semester credit hours plus one (1) year paid full-time or its part-time office clerical experience in personnel or payroll activities; OR,
- (B) Two (2) years paid full-time or its part-time equivalent office clerical experience in personnel or payroll 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 COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B
ROCHESTER, NY 14620

Revised Posting Date: July 2, 2018

Posting Deadline: July 13, 2018

*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.