



# 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:** RECEPTIONIST - TYPIST (Provisional\* Appointment)

**SALARY:** \$23,963 - \$30,391 annually

**LOCATION:** Monroe County Department of Public Safety, Office of Probation

**JOB SUMMARY:**

This is a clerical position which involves responsibility for receiving office callers and performing a variety of routine clerical duties requiring a moderate degree of decision making. The work involves answering phones, directing visitors and processing related paperwork and is performed in accordance with well-defined objectives, policies and procedures. Typing is an integral part of this position. This employee works independently under direct supervision from, and reports directly to, a higher level clerical employee or administrator. Supervision of others is not a responsibility of this class. Does related work as required.

**MINIMUM QUALIFICATIONS:**

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

- (A) Two (2) years of full-time or its part-time equivalent paid office clerical experience involving typing; OR,
- (B) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Secretarial Science; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

**NOTE:** College level training in other than clerical or secretarial science area cannot be substituted for any work experience.

**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 RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** June 21, 2019

**Posting Deadline:** July 10, 2019

\*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.