



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: SECRETARY TO THE DIRECTOR - TRANSPORTATION

SALARY: \$38,936 – \$49,380 annually

LOCATION: Monroe County Department of Transportation

JOB SUMMARY:

This is a confidential secretarial position responsible for the performance of confidential clerical and routine business administrative work. The work is performed with considerable independent judgment. The employee reports directly to, and works under the general supervision of the Director of Transportation. Does related work as required.

TYPICAL WORK ACTIVITIES:

(All need not be performed in a given position. Other related activities may be performed although not listed.)

Maintains files, records and reports for the Director;

Schedules appointments and maintains an appointment and project calendar for the Director;

Composes correspondence on matters requiring knowledge of departmental functions and procedures;

Develops, types and enters for memoranda, bulletins, statistics and other materials;

Follows through on requests and instructions from the Director to ensure appropriate action is taken;

Obtains and gives out information on departmental matters and functions to the general public and other County personnel;

Prepares information or background material to assist in responding to mail, phone or personal inquiries;

Compiles data for the assistance of the Director;

Reads, sorts and routes incoming mail;

Screens callers and visitors from general public and departmental personnel;

Assumes responsibility for disposition of routine clerical and administrative detail;

Prepares department payroll as required.

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.

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: September 28, 2021

Posting Deadline: Until Filled