



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: SECRETARY TO THE DIRECTOR OF TRANSPORTATION

SALARY: \$41,249 – 56,517 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.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

Thorough knowledge of office practices, terminology, and equipment; thorough knowledge of business Math and English; good knowledge of the organization and administration of public office; ability to plan and organize the work of the Director; ability to organize, file and retain source materials and prepared reports; ability to follow complex oral and written directions; ability to deal effectively with the general public; ability to screen calls; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

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: May 3, 2022

Posting Deadline: Until Filled