



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** SENIOR CUSTOMER SERVICE ASSOCIATE –  
MONROE COUNTY (Provisional\* Appointment)

**SALARY:** \$29,043 - \$36,833 annually

**LOCATION:** Monroe Community Hospital

### **JOB SUMMARY:**

This is a senior level clerical position responsible for providing customer service and administrative support for a department or agency. Duties involve assisting internal and external customers understand government processes, applications, and laws and rules as they relate to the department or agency. Duties also involve maintaining and reconciling records (ex. payroll records, staff schedules), and producing reports utilizing existing software. The employee reports directly to, and works under the general supervision of a Personnel Analyst or other higher level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

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

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year paid full-time or its part-time equivalent experience performing office duties involving entering and editing data on payroll or financial records, or providing customers with information and resolving complaints; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Five (5) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B) and (C) 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 COMMUNITY HOSPITAL  
ATTENTION: PERSONNEL  
435 EAST HENRIETTA ROAD  
ROCHESTER, NY 14620

**Posting Date:** July 15, 2019

**Posting Deadline:** Until filled

\*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.