



# 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:** SENIOR OFFICE CLERK I (Provisional\* Appointment)

**SALARY:** \$34,619 - \$43,904 annually

**LOCATION:** Monroe County Department of Public Safety - Probation

**JOB SUMMARY:**

This is a senior level clerical position involving the performance of complex clerical/secretarial and routine administrative business tasks. The use of a personal computer for word processing and database entry is an integral part of this position. The employee is required to exercise independent judgment in solving office management problems and act in behalf of the administrator in accomplishing administrative business. This title differs from the Office Clerk I title by virtue of its higher level interpretive and decision making responsibilities relating to agency administrative functions. The employee reports directly to, and works under the general supervision of, an administrator and is permitted considerable freedom in referring or responding to inquiries. Direct supervision may be exercised over a clerical staff. Does related work as required.

**MINIMUM QUALIFICATIONS:**

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

- (A) Six (6) years of paid full-time or its part-time or volunteer equivalent office clerical or secretarial experience; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science, Office Technology, or a closely related field, plus four (4) years paid full-time or its part-time or volunteer equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**NOTES:**

- 1. Successful completion of one (1) year of college coursework (or thirty (30) semester credit hours) from a New York State registered or regionally accredited college or university may be substituted for up to one (1) year of the required experience.
- 2. Experience as a Teller, Cashier or Sales Clerk will not be considered appropriate experience for the purposes of these minimum qualifications.

**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:** August 6, 2018

**Posting Deadline:** August 17, 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.