



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

REVISED

TITLE: SENIOR PERSONNEL CLERK (Provisional* Appointment)

SALARY: \$26,946 - \$34,174 annually

LOCATION: Monroe County Department of Public Health & Department of Human Services -
Human Resources Team

JOB SUMMARY:

This is senior level clerical work responsible for overseeing and participating in the processing of payroll and the maintenance of personnel and payroll records. The employee reports directly to, and works under general supervision of, an administrative staff member. Independent judgment is exercised in accomplishing tasks. General supervision may be exercised over a clerical staff. Does related work as required.

This position is responsible for clerical support in Human Resources for both Public Health and Human Services. The duties involve, but are not limited to: preparing routine personnel transactions and correspondence, maintaining personnel records, distribution of paychecks, and assisting employees with routine questions and problems. The work week is 40 hours, Monday through Friday, 8:00 a.m. until 4:30 p.m. Human Resource and customer service experience is desirable.

PROPOSED MINIMUM QUALIFICATIONS:

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

- (A) Four (4) years paid full-time or its part-time equivalent office clerical experience, two (2) years of which must have involved personnel or payroll activities; OR,
- (B) Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree in Secretarial Science, Office Technology or a closely related field plus two (2) years paid full-time or its part-time equivalent office clerical experience; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or successful completion of one hundred and twenty (120) college semester credit hours including at least twelve (12) semester credit hours in human resources coursework; OR
- (D) An equivalent combination of education and experience as described in (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 COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B
ROCHESTER, NY 14620

Revised Posting Date: July 2, 2018

Posting Deadline: July 13, 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.