



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: SENIOR PERSONNEL CLERK
(Provisional* Appointment)

SALARY: \$34,030.10 - \$43,108.52 annually

LOCATION: Monroe Community Hospital

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.

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:

A candidate needs to have received their primary COVID-19 vaccination series.

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.

ADDITIONAL INFORMATION:

From July 2022 through October 2023 Monroe County will be providing full-time employees a quarterly \$500 retention payment.

RESIDENCY REQUIREMENT:

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471
PHONE: (585) 753-1700 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer

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: December 1, 2022

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.