Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: SENIOR OFFICE ACCOUNT CLERK (HELP PROGRAM)

SALARY: $44,977 - $51,662 annually

LOCATION: Monroe County Department of Human Services
Child Support Services Unit
City Place, 33 N. Fitzhugh St., Rochester, NY 14614

HELP PROGRAM:
Hiring for Emergency Limited Placement Program. This program streamlines the appointment process to allow Monroe County to hire diverse, qualified permanent employees quickly and without examinations.

JOB SUMMARY:
This is a senior-level clerical position involving the independent performance of difficult and complex clerical and account keeping tasks for a department or agency. The work may involve use of an automated or manual account keeping system. This employee may also be responsible for planning and review of account keeping and financial record keeping activities of other clerical staff or of a small clerical unit. The use of a personal computer for word processing and database entry is an integral part of the position. The employee reports directly to, and works under the general supervision of a higher-level staff member. General supervision may be exercised over Office Account Clerks and other subordinate staff. Does related work as required.

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

(A) Two (2) years paid full-time or its part-time equivalent experience in account keeping, bookkeeping, or financial record keeping; OR,

(B) Graduation with an Associate's degree in Accounting, Business Administration, or closely related field, plus one (1) year paid full-time or its part-time equivalent experience as described in (A) above; OR,

(C) Graduation with a Bachelor's degree in Accounting, Business Administration, or closely related field; OR,

(D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS:
This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

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An Equal Opportunity Employer

SPECIAL REQUIREMENTS CONTINUED:
Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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:
Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:
There is no residency requirement for this position. Preference may be given to Monroe County residents.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL RD. – ROOM 752B
ROCHESTER, NEW YORK 14620

Posting Date: September 8, 2026

Posting Deadline: October 21, 2026

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