



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **SHERIFF'S RECORDS CLERK**
(Provisional* Appointment)

SALARY: \$36,356 - \$49,813 annually

LOCATION: Monroe County Sheriff's Office – Records Unit

HOURS: Various Opportunities

JOB SUMMARY:

This clerical position is located at the Monroe County Sheriff's Office and is assigned to either the Criminal Records Unit or the Monroe County Jail. Independent judgment is required in the performance of complex clerical duties resulting in a high consequence of error related to public safety. Shifts and work schedules vary and may include working holidays, nights, and four (4) days on and two (2) days off. Duties include conducting electronic and file searches in response to various government agencies, data entry and verification of crime related materials and data compilation to be included in reports utilizing a variety of law enforcement related software. The work is performed in accordance with the objectives, policies and procedures as set forth by the Sheriff's Office and the New York State Division of Criminal Justice Services (DCJS). The employee reports directly to, and works under the general supervision of an upper level clerical position or Deputy Sheriff Jailer Corporal. 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 an Associate's Degree in Secretarial Science, Office Technology or a closely related field; OR,
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminal Justice, Police Science or a closely related field; OR,
- C) Two (2) years paid full-time or its part-time equivalence office clerical or secretarial experience; OR,
- D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

NOTE: Experience as a Teller, Cashier, or Sales Clerk will not be considered appropriate experience.

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.

ADDITIONAL INFORMATION:

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

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: July 17, 2023

Posting Deadline: July 31, 2023

*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.