



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE: TELEPHONE OPERATOR - PART TIME (Non-Competitive)**

**SALARY:** \$10.98 - \$12.84 hourly

**LOCATION:** Monroe Community Hospital

**HOURS:** Every other Saturday (10am to 4pm) and Sunday (12pm to 4pm)

### **JOB SUMMARY:**

This is an important communications position involving responsibility for relaying incoming, outgoing, and interoffice calls by operating a switchboard or phone console. Information is given to callers regarding department or agency services and phone numbers. It may be necessary for the operator to secure information from the caller in order to give assistance. Employees may be required to perform clerical duties such as looking up information, updating telephone directories, sorting and opening mail, and acting as a receptionist. Work is performed in accordance with a prescribed routine outlined by a supervisor, but supervision may or may not be immediate. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma plus six (6) months paid full-time or its part-time equivalent clerical experience involving answering a telephone to relay calls or take messages.

### **NOTE:**

Where education is lacking, clerical experience as defined above may be substituted on a year-for-year basis; there is no education substitute for the required 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.

### **RESIDENCY REQUIREMENT:**

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

### **APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COMMUNITY HOSPITAL  
ATTENTION: PERSONNEL  
435 EAST HENRIETTA ROAD  
ROCHESTER, NY 14620

**Posting Date:** May 7, 2018

**Posting Deadline:** Until Filled

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471  
PHONE: (585) 753-1700 TTY: (585) 753-1091 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