Department of Human Resources & Civil Service
Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea Guzzetta
Director

TITLE: TELEPHONE OPERATOR, PART-TIME

SALARY: $31,465 - $34,435 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:
This is a communications position responsible for relaying incoming, outgoing, and interoffice calls by operating a switchboard or phone console. Duties involve providing callers with information regarding department or agency services and phone numbers, and securing information from callers in order to provide assistance. Duties include performing related clerical duties such as looking up information, updating directories, and greeting the public. The employee reports directly to, and works under the general supervision of a higher level clerical or professional staff member. Does related work as required.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an 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: November 10, 2021

Posting Deadline: Until Filled