



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: VOTER RELATIONS SPECIALIST (BILINGUAL) – BOARD OF ELECTIONS

SALARY: \$30,216 - \$38,322 annually

LOCATION: Monroe County Board of Elections

HOURS: 35 hours per week preferred
This is a full-time assignment. Over-time required.

JOB SUMMARY:

This is a full-time position involving the performance of directly interacting with voters and a variety of routine clerical tasks that will involve typing. Employees of this class receive detailed oral and/or written instructions for new or more involved assignments. The work is reviewed by immediate supervisory observation and by periodic cross-checking, or by another step in the clerical process. The Voter Relations Specialist-bilingual works under direct supervision from the Floor Supervisor. Performs related work as required.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

Ability to: Answer and direct phone calls, maintain files and records, data entry, customer service, envelope stuffing and various clerical tasks.

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.

NOTE:

If you are selected for this position, you are responsible for your parking cost.

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 BOARD OF ELECTIONS
39 WEST MAIN STREET - ROOM 108
ROCHESTER, NEW YORK 14614
Attention: David Reilich

Posting Date: April 27, 2021

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