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

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: HEALTH CLERK COVID - Temporary

SALARY: $15.00 - $20.00 per hour

HOURS: Hours are flexible, could include evenings and weekends

LOCATION: Monroe County Department of Public Health

JOB SUMMARY: This is a temporary position responsible for a variety of clerical duties in support of the COVID-19 task force. Duties include but are not limited to telephone communication, the use of a personal computer for data entry, compiling and mailing letters, contact tracing, and providing instructions on quarantine, isolation and release. The work is performed in accordance with well-defined objectives and procedures, but detailed instructions are given for new or difficult assignments. The employee reports directly to, and works under the general supervision of a higher-level staff member. Training will be provided by Health Department staff. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS: 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.

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 Public Health
111 Westfall Road - Human Resources Rm.752B
Rochester, NY 14620

Posting Date: November 20, 2020
Posting Deadline: Until Filled