



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

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**TITLE:** TELEPHONE OPERATOR, PART - TIME

**SALARY:** \$15.74 - \$18.43 hourly

**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:**

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

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.

**ADDITIONAL INFORMATION:**

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

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 COMMUNITY HOSPITAL  
435 EAST HENRIETT ROAD  
ROCHESTER, NY 14620

**Posting Date:** February 9, 2024

**Posting Deadline:** Until filled