



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

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**TITLE:** **BUDGET TECHNICIAN (Provisional\* Appointment)**

**SALARY:** \$34,267 - \$43,459 annually

**LOCATION:** Monroe County Department of Environmental Services

**JOB SUMMARY:**

This is a staff position responsible for performing a variety of budget and financial related activities for a county department or town, village, or school district. Duties include budget development, budget monitoring, financial record keeping, preparation of financial reports and/or payroll administration. This position differs from Assistant Budget Technician by virtue of performing more complex duties independently such as ensuring expenses are properly allocated, expenditure tracking, and reporting on spending trends as opposed to assisting staff with these duties. The employee reports directly to, and works under general the supervision of a Senior Budget Technician or other higher level staff member. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or Master's degree in Business Administration, Public Administration, Accounting, Economics, Finance, Mathematics, Statistics, or a closely related field; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned above, plus two (2) years paid full time or its part time equivalent experience in accounting, budget activities, or financial activities;; OR,
- (C) Four (4) years paid full-time or its part-time equivalent experience as described in (B) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

**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 and for at least four (4) months at the time of examination.

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

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** February 17, 2021

**Posting Deadline:** Until Filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.