



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **COMMUNITY DEVELOPMENT ASSISTANT** (Provisional*
Appointment)

SALARY: \$33,596 - \$42,608 annually

LOCATION: Monroe County Department of Planning and Development

JOB SUMMARY:

This is a staff support position in the Monroe County Department of Planning and Development responsible for assisting with Community Development initiatives and day-to-day activities. Work involves program eligibility analysis, income verification and associated data input department support activities. The employee reports directly to and works under the general supervision of the Community Development Manager or other administrative-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 an Associate's degree plus two (2) years of full-time or its part-time equivalent staff support or administrative experience involving mortgage, loan or credit collection administration; OR,

(B) Four (4) years experience as defined in (A) above; OR,

(C) Any equivalent combination of education and experience defined by the limits of (A) and (B) 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: December 1, 2020

Posting Deadline: January 1, 2021

*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.