



# 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:**                   **CONFIDENTIAL ASSISTANT TO THE SHERIFF (BUDGET)**

**SALARY:**               \$67,284 - \$86,608 annually

**LOCATION:**             Monroe County Sheriff's Office

**JOB SUMMARY:**

This is a confidential administrative position in the Monroe County Sheriff's Office responsible for the annual budget and fiscal management of the Sheriff's Office. The incumbent will also be responsible for purchasing, accounting, personnel administration, and intergovernmental communications. The incumbent acts as Chief Fiscal and Purchasing Officer for the entire office and has signature authority for the Sheriff on various documents. Consults with the Sheriff regarding personnel and budget matters, is a confidant of the Sheriff, and is relied on as counsel for various confidential issues. Utilizes electronic office equipment in performance of job duties. The employee reports directly to and works under the general supervision of the Sheriff and provides general supervision to a subordinate clerical staff. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma; PLUS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, PLUS three (3) years paid full-time or its part-time equivalent professional\* experience in purchasing, budget preparation or personnel related activities; OR,
- (B) Graduation from a regionally accredited or New York State registered college with an Associate's degree, PLUS five (5) years of experience as described in (A) above, OR;
- (C) Seven (7) years of experience as described in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

\*Professional experience does NOT include clerical or secretarial experience.

**SPECIAL REQUIREMENTS:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

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.

**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:** March 26, 2021

**Posting Deadline:** April 9, 2021