



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director of Human Resources

TITLE: CASHIER GRADE II
(Provisional* Appointment)

SALARY: \$34,030 - \$43,108 annually

LOCATION: Monroe County Department of Public Safety - Probation

JOB SUMMARY:

This position involves collecting fees, issuing receipts for payments and/or writing and issuing checks for various financial transactions for a County office or agency. Employees maintain records of all funds received or issued and are responsible for accuracy in accounting for all receipts and/or disbursements. The employee reports directly to and work is performed under general supervision from a senior or administrative staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus two (2) years of paid full-time or its part-time equivalent experience in bookkeeping, OR financial record keeping, OR as a cashier** one (1) year in either capacity must have involved handling money.

**Experience as a cashier must have involved responsibility for transactions involving reconciling and balancing cash, and related recordkeeping.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Applicants for this position must be eligible for surety bond.

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.

ADDITIONAL INFORMATION:

From July 2022 through October 2023 Monroe County will be providing full-time employees a quarterly \$500 retention payment.

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: August 2, 2022

Posting Deadline: August 23, 2022

*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.