



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:** CASHIER II, PART-TIME  
(Provisional\* Appointment)

**SALARY:** \$17.85 - \$21.34 hourly

**LOCATION:** Monroe Community Hospital

**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:**

A candidate needs to have received their primary COVID-19 vaccination series.

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 COMMUNITY HOSPITAL  
ATTENTION: PERSONNEL  
435 EAST HENRIETTA ROAD  
ROCHESTER, NY 14620

**Posting Date:** December 1, 2022

**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.