



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **ELIGIBILITY EVALUATOR (Provisional* Appointment)**

SALARY: \$28,399 - \$36,017 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This position is responsible for determining client eligibility for the Income Eligible Day Care Program. Work involves reviewing applications, interviewing applicants and computing income criteria in accordance with federal, state, and local regulations and policies governing day care assistance programs. The employee reports directly to and works under general supervision of a higher-level employee. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus one (1) year paid full-time or its part-time equivalent experience in an office environment that involved either: reviewing applications to determine eligibility, interviewing for placement or eligibility, preparing and disseminating bills, or public contact work**.

**Public contact work is defined as responsibilities having substantial face-to-face or phone communication with adults (age 12+) involving persuasion, teaching, negotiation, explaining, counseling, or similar activities that involve periodic confrontation with a client, customer or member of the public. Typical jobs involving substantial public contact are: customer service representatives, receptionists, sales people, people providing personal services, interviewers, or counselors.

NOTE: Education beyond the high school level may be substituted on a year-for-year basis where experience is lacking.

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 SERVICES
111 WESTFALL ROAD – HUMAN RESOURCES RM. 752B
ROCHESTER, NEW YORK 14620

Posting Date: October 28, 2020

Posting Deadline: November 12, 2020

*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.