Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: ELIGIBILITY EVALUATOR (HELP PROGRAM)

SALARY: $43,185 annually

LOCATION: Monroe County Department of Human Services

HELP PROGRAM:
Hiring for Emergency Limited Placement Program. This program streamlines the appointment process to allow Monroe County to hire diverse, qualified permanent employees quickly and without examinations.

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 or 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 substitute on a year-for-year basis where experience is lacking.

SPECIAL REQUIREMENTS:
This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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.

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer

ADDITIONAL INFORMATION:
Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:
There is no residency requirement for this position.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD, RM. 752B
ROCHESTER, NEW YORK 14620

Posting Date: October 28, 2026

Posting Deadline: November 9, 2026

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