



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam Bello
County Executive

Andrea Guzzetta
Director

TITLE: **ENERGY PROGRAM EVALUATOR
(Provisional* Appointment) -- REVISED**

SALARY: \$28,967 - \$36,737 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This position is responsible for determining eligibility for energy assistance programs. Employees review applications, interview applicants and compute income criteria in accordance with Federal, State and local regulations and policies governing energy assistance programs. The employee reports directly to and works under the general supervision of a Senior Energy Program Evaluator or high-level employee. Supervision of others is not a responsibility of this class. 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/volunteer equivalent experience in a position responsible for application review/screening, OR interviewing, OR, the application and dissemination of rules, regulations and policies, OR billing in an office environment, OR public contact work**.

NOTE: College training may be substituted on a year-for-year basis where experience is lacking.

**Public contact work is defined as responsibilities having substantial face-to-face or phone communication with adults (age 12+) involving persuasion, teaching, negotiating, explaining, and counseling. Typical jobs involving public contact work are: customer service representatives, receptionists, clerical staff who cover information desks or information phones, sales people, people providing personal services, interviewers, or counselors.

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, NY 14620

Posting Date: August 31, 2021

Posting Deadline: September 15, 2021

*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.