



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** EXAMINER (Provisional\* Appointment)

**SALARY:** \$31,739 annual starting salary

**LOCATION:** Monroe County Department of Human Services

### **JOB SUMMARY:**

This is an entry-level position in the Department of Human Services responsible for eligibility determination, diversion, child support and client management activities as they relate to financial services. Duties involve assisting with ensuring the most efficient and effective use of public funds while performing one or more of the following: interviewing clients and computing budgets, determining initial and continuing eligibility for financial programs, implementing diversion services, preliminary case assessment, developing and modifying paths, monitoring client compliance, preparing and filing court petitions, monitoring child support payments, and providing customer service. The work is performed in accordance with Federal, State and local laws, regulations, and guidelines and includes consulting with Caseworkers and program specialists. This position differs from the higher, Senior Examiner, in its responsibility for basic client management activities. The employee reports directly to, and works under the general supervision of a Senior Examiner or other higher-level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, PLUS one (1) year paid full-time or its part-time equivalent experience in responsible public contact work\*\*, OR;
- (C) Three (3) years paid full-time or its part-time equivalent experience\*\* in responsible public contact work\*\*;  
OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

\*\*Responsible public contact work is defined as substantial face-to-face, or telephone communication with adults (age 12+) involving customer service, persuasion, teaching, negotiation, explaining, counseling, and similar activities. The nature of the content is such that it requires judgment on the part of the individual in dealing with or responding to another person.

### **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:** March 7, 2019

**Posting Deadline:** March 21, 2019

\*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.