



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously **REVISED**

Maggie Brooks  
County Executive

Brayton M. Connard, SPHR  
Director

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**TITLE:** Evidence Clerk (Provisional\*)  
**SALARY:** \$27,457 - \$35,290 Annually  
**LOCATION:** Monroe County Public Safety Laboratory

### **JOB SUMMARY:**

This position, in the Monroe County Department of Public Safety, is responsible for receiving evidence submitted to the Public Safety Laboratory by law enforcement agencies throughout upstate New York, ensuring proper evidence preservation and that mandated New York State regulations are adhered to. The employee is further responsible for maintaining an inventory control system. The employee is required to move/lift objects of various sizes and weights. The employee reports directly to and works under the general supervision of the Public Safety Laboratory Administrator or other higher level staff member. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma; PLUS,

- (A) Successful completion of thirty (30) college semester credit hours PLUS one (1) year of paid full-time or its part-time equivalent experience in inventory control or warehousing or performing stock clerk or evidence/property control work, ALL OF WHICH must have included computerized recordkeeping or utilizing a database; OR,
- (B) Two (2) years of full-time or its part-time equivalent experience as described in (A) above, ALL OF WHICH must have included at least (1) year of computerized recordkeeping or utilizing a database; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:** 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:** Candidates for employment with Monroe County Government will be required to pass a Pre-employment drug test and Pre-employment Background Investigation. The Candidates will be required to pay for the cost of fingerprinting, which is \$100.00. If the candidate is hired they will be reimbursed via payroll.

**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.

**Send Civil Service Applications to:** Monroe County Department of Human Resources  
39 West Main Street  
Room - 210  
Rochester, New York 14614

**Posting Deadline: March 18, 2011**

\*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) on the examination list in order to be eligible for permanent appointment.