



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: Examination Proctor – Bilingual, Part Time

SALARY: \$9.00 hourly

LOCATION: Monroe County Department of Human Resources & Civil Service

JOB SUMMARY:

This is a responsible position which involves monitoring a group of candidates who are taking one or more Civil Service examinations. Employees of this class are required to work Saturdays, for an undetermined length of time as well as an occasional weekday. Responsibilities may also include assessing candidates for Spanish-speaking performance tests, following the guidelines of NY State Civil Service. General supervision is received from a member of the Civil Service staff.

SPECIAL REQUIREMENTS:

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

Send Civil Service Application to: MONROE COUNTY HUMAN RESOURCES
210 COUNTY OFFICE BUILDING
39 WEST MAIN STREET
ROCHESTER, NY 14614

Posting Date: June 13, 2014