



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** ASSISTANT SUPERVISOR OF CLAIMS AND ACCOUNTS (Provisional\* Appointment)

**SALARY:** \$33,521 - \$43,050 annually

**LOCATION:** Monroe County Department of Finance

### **JOB SUMMARY:**

This is a technical position in the Department of Finance responsible for supervising the payment of claims and accounts in both administrative and service areas with an emphasis on functions pertaining to the Department of Human Services and Department of Public Health. Work involves auditing claims for the generation of various statistical reports and records. The employee reports directly to, and works under the general supervision of a Senior Assistant Supervisor of Claims and Accounts or other higher-level staff member. General supervision is exercised over a staff of clerical and accounting personnel. 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 Master's degree in one of the following fields: accounting, finance, economics, public administration or business administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields stated in (A) above, PLUS one (1) year paid full-time or its part-time equivalent experience in accounting, auditing, financial record keeping, or processing claims or vouchers for payment; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields stated in (A) above, PLUS three (3) years paid full-time or its part-time equivalent experience as stated in (B) above; OR,
- (D) Five (5) years paid full-time or its part-time equivalent experience as stated in (B) above; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), and (D) above.

### **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.

**Send Civil Service Application to:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET – ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** February 11, 2015

**Posting Deadline:** February 21, 2015

\*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.