



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: PERMIT ASSISTANT (Provisional* Appointment)

SALARY: \$29,564 - \$37,801 annually

LOCATION: Monroe County Department of Transportation
50 West Main Street, City Place Building
Rochester, NY 14614

JOB SUMMARY:

This position is responsible for coordinating highway permit issuance. Duties include working directly with permit applicants, assessing the type of permit and documentation required, assisting with completion of the application, and forwarding the application for technical review and approval. Duties also include working closely with technical staff who conduct plan review and approval. Work is performed in accordance with County policies related to highway permit issuance. This position also performs a variety of accounts payable and receivable, purchasing, and payroll activities. The employee reports directly to, and works under the general supervision of a Principal Permit Assistant or other higher level staff member with wide leeway allowed for independent judgment. General supervision may be exercised over subordinate staff. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS:

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

- (A) Graduation from a regionally accredited or New York State college or university with a Bachelor's or Associate's degree in Accounting, Business Administration, or a closely related field; OR,
- (B) Graduation from a regionally accredited or New York State college or university with an Associate's degree plus two (2) years paid full-time or its part-time equivalent experience in bookkeeping, account keeping, or payroll or financial record keeping; OR,
- (C) Four (4) years paid full-time or its part-time equivalent experience as defined in (B) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) 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: January 29, 2015

Posting Deadline: February 11, 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.