Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: GUARD (HELP PROGRAM)

SALARY: $39,217 - $46,476 annually

LOCATION: Monroe County Department of Public Safety
Security

HELP PROGRAM:
Hiring for Emergency Limited Placement Program. This program streamlines the appointment process to allow Monroe County to hire diverse, qualified permanent employees quickly and without examinations.

JOB SUMMARY:
This position is responsible for the enforcement of peace and order on the grounds and in buildings of a governmental agency, such as a town, school district, or in a county department, such as Public Safety or Monroe Community Hospital. Duties involve the prevention and investigation of theft, vandalism, accidents, and illegal entry, etc. The employee may screen individuals entering the facility, direct visitors to parking areas or offices, and check visitor passes. The employee reports directly to, and works under the general supervision of, a higher-level security staff member. Supervision of others is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:
Current registration as a Security Guard with the New York State Department of State.

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

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

ADDITIONAL INFORMATION:
Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer

RESIDENCY REQUIREMENT:
There is no residency requirement for this position. Preference may be given to Monroe County residents.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

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

Posting Date: May 6, 2026

Posting Deadline: June 4, 2026

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