



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

**TITLE: LOAN DOCUMENTATION TECHNICIAN**

**SALARY:** \$28,455 – \$36,089 annually

**LOCATION:** Monroe County Department of Planning and Development

**JOB SUMMARY:**

This position in the Department of Planning and Development is responsible for providing clerical support as related to loan documentation, processing and monitoring for various economic development initiatives. Work involves contact with outside agencies, to explain program criteria and gather information. The employee reports directly to and works under the general supervision of a senior level staff member. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma plus one (1) year paid full-time or its part-time equivalent experience in an office setting involving maintenance of financial records, bookkeeping, account keeping or closely related duties.

**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.

**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:** June 30, 2021

**Posting Deadline:** July 30, 2021