



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

**TITLE:** **MESSENGER/STOCKKEEPER**  
(Provisional\* Appointment)

**SALARY:** \$33,485 – \$40,786 annually

**LOCATION:** Monroe County Department of Environmental Services

**JOB SUMMARY:**

This position is responsible for ordering, receiving, storing and disbursing stock as well as picking up and delivering mail, parts and inventory for an assigned department or jurisdiction. Duties include timely and accurate record keeping for inventory control, data entry, and other clerical duties related to the receiving and shipping of stock, operating a motorized forklift truck, and moving weights of up to eighty (80) pounds. During the probationary period employees must complete a powered industrial truck training program and demonstrate operating proficiency to the employer, as outlined in the United States Department of Labor Occupational Safety and Health Administration (OSHA). The employee reports directly to, and works under the general supervision of a Senior Inventory Control Supervisor or other higher 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 shipping and/or receiving, OR stock or warehousing activities including computerized data entry and inventory maintenance, OR delivering supplies and mail.

**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:** August 27, 2021

**Posting Deadline:** Until Filled

\*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.