



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Adam Bello  
County Executive

Andrea Guzzetta  
Director

**TITLE: MESSENGER**

**SALARY:** \$31,620 annually

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

**JOB SUMMARY:**

This is work of a routine nature involving the hand delivery and pick-up of letters, materials, and packages to offices within a governmental building or within walking distance of the central building for mail operations. Employees of this class perform incidental clerical and office service duties associated with the sorting and processing of these items. A messenger is required to lift packages weighing up to fifty (50) pounds. Work is performed under the direct supervision of the administrative head of messenger services or other designated supervisor. Supervision of others is not a responsibility of the class. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Possession of a valid New York State Class D driver's license.

**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.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

**MONROE COUNTY DEPARTMENT OF HUMAN SERVICES  
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B  
ROCHESTER, NY 14620**

**Posting Date:** August 31, 2021

**Posting Deadline:** September 15, 2021