# Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

## TITLE: MESSENGER/STOCKKEEPER (HELP PROGRAM)

**SALARY:** $40,086 - $49,199 annually

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

**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 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:**
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:** September 4, 2026

**Posting Deadline:** Until filled


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