



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:**                   **PROCUREMENT SPECIFICATION CLERK**  
(Provisional\* Appointment)

**SALARY:**               \$32,936 - \$41,772 annually

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

**HOURS:**               Normally Monday – Friday  
24/7 operation may require extended days, overtime, standby, call in, weekends and holidays

**JOB SUMMARY:**

This is a staff position in the Department of Environmental Services responsible for producing technical specifications for the procurement of wastewater equipment and services. Work involves coordinating with clients, contractors, vendors, suppliers and County departments. Work also involves providing support to senior level positions. The employee reports directly to and works under the general supervision of the Senior Inventory Control Supervisor. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent experience responsible for purchasing supplies and equipment and preparation of materials and services specifications, OR tracking the cost, quality and delivery of products; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus two (2) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**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:** March 6, 2019

**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.