



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:** **PROPERTY CLERK**  
(Provisional\* Appointment)

**SALARY:** \$35,050 - \$44,401 annually

**LOCATION:** Monroe County Sheriff's Office – Property Management Office

### **JOB SUMMARY:**

This is a civilian position in a town or village police department or the Monroe County Sheriff's Office responsible for the maintenance of an inventory control system for property retained as evidence, or recovered in the course of police work. Duties involve the safe and efficient handling of firearms and the safe handling and destruction of related articles such as gunpowder and ammunition. Duties also involve lifting/moving items of various sizes and weights. The employee reports directly to, and works under the general supervision of a police officer or other higher-level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

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

- (A) One (1) year paid full-time or its part-time equivalent experience in inventory control, or warehousing, or performing stock clerk or evidence/property control work; OR,
- (B) Two (2) years paid full-time or its part-time equivalent office clerical or secretarial experience; OR,
- (C) An equivalent combination of 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.

### **ADDITIONAL INFORMATION:**

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

### **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 RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** July 17, 2023

**Posting Deadline:** July 31, 2023

\*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.