



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

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

**SALARY:** \$40,856 - \$55,979 annually

**HOURS:** Monday – Friday (Days)

**LOCATION:** Monroe County Sheriff's Office

### **JOB SUMMARY:**

This is a professional position in the Monroe County Sheriff's Office responsible for the intake, care, custody and security of evidence and found property. The employee is responsible for the safe handling and destruction of weapons and related articles. The employee reports directly to, and works under the general supervision of a Deputy Sheriff Lieutenant or other higher-level staff member. General supervision is exercised over subordinate property room staff. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma; PLUS:

- (A) Successful completion of thirty (30) college semester credit hours from a regionally accredited or New York State registered college or university plus two (2) years 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) Three (3) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An 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.

### **ADDITIONAL INFORMATION:**

From July 2022 through October 2023 Monroe County will be providing full-time employees a quarterly \$500 retention payment.

### **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:** January 12, 2023

**Posting Deadline:** January 26, 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.