



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **QUARTERMASTER (Provisional* Appointment)**

SALARY: \$39,456 - \$52,062 annually

LOCATION: Monroe County Sheriff's Office

JOB SUMMARY:

This position involves responsibility for the procurement and internal management of supplies, materials, and equipment for the Monroe County Sheriff's Office. The employee executes the purchase, storage and distribution of materials. Employees are required to move stock with an average weight of approximately fifty (50) pounds. The employee reports directly to a higher ranking employee. General supervision is exercised over a Deputy Sheriff Jailor and clerical personnel. Does related work as required.

MINIMUM QUALIFICATIONS:

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

- (A) Graduation from a regionally accredited or New York State registered college with an Associate's degree or successful completion of at least sixty (60) semester college credit hours, PLUS three (3) years paid full-time or its part-time equivalent paid work experience in warehouse operations involving ALL of the following: stock handling, receiving, and issuing, materials management, AND specification preparation, two (2) years of which must have been in a supervisory capacity; OR,
- (B) Five (5) years full-time or its part-time equivalent paid work experience as described in (A) above, two (2) years of which must have been in a supervisory capacity; OR,
- (C) Any equivalent combination of training and experience sufficient to indicate ability to do the work 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: October 30, 2018

Posting Deadline: November 13, 2018

*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.