



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: REVENUE PROCESS SUPERVISOR (Provisional* Appointment)

SALARY: \$47,324 - \$60,019 annually

LOCATION: Monroe County Department of Environmental Services

JOB SUMMARY:

This position is responsible for the supervision, evaluation, and monitoring of account data collection and distribution of all revenues associated with Pure Waters, Solid Waste, and Industrial Waste services provided to the community by the Department of Environmental Services. Duties of the position include the supervision of functions such as billing, collection, processing of vouchers, account maintenance, revenue generation, and communications with local governments concerning specified financial matters related to Pure Waters. The employee reports directly to and works under the general supervision of a senior level staff member. General supervision is exercised over a subordinate staff. 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 or university with a Bachelor's degree plus three (3) years of paid full-time or its part-time equivalent experience in the collection of revenues in a wastewater, water treatment and/or water distribution facility, one (1) year of which must have involved either supervision or the oversight and evaluation of the above activities; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus five (5) years experience as described in (A) above, one (1) year of which must have involved either supervision or the oversight and evaluation of the above activities; OR,

(C) Seven (7) years experience as described in (A) above, one (1) year of which must have involved either supervision or the oversight and evaluation of the above activities; OR,

(D) Any equivalent combination of training and experience defined by the limits 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, 2020

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.