



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: REAL ESTATE SPECIALIST (Provisional* Appointment)

SALARY: \$64,671 - \$83,245 annually

LOCATION: Monroe County Department of Finance

JOB SUMMARY:

This is a professional real estate position, located in the Department of Finance, responsible for planning, organizing, and implementing activities related to the sale, purchase, rental and disposition of property owned by Monroe County. The employee reports directly to, and works under the general supervision of the Director of Real Property Tax Services or other higher level staff member. Does related work as required.

PROPOSED 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 paid full-time or its part-time equivalent professional** experience in the valuation of real property such as real estate appraiser or assessor, or in real estate brokerage, or commercial or public lease and sales negotiation, execution and administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus five (5) years paid full-time or its part-time equivalent professional experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience defined by the limits of (A) and (B) above.

**professional experience, for the purposes of these minimum qualifications, does not include clerical/secretarial or similar experience.

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: November 26, 2019

Posting Deadline: December 10, 2019

*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.