



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **RESOURCE RECOVERY TECHNICIAN**
(Provisional* Appointment)

SALARY: \$43,785 - \$55,530 annually

LOCATION: Monroe County Law Department

JOB SUMMARY:

This is a senior paraprofessional position in the Monroe County Law Department responsible for operation of the third party resource recovery unit. Resource recovery is the securing of claims on behalf of the Department of Human Services (DHS) against any and all third party resources, and for the collection of substantial sums of money against those claims. The employee acts as liaison between DHS staff, attorneys, DHS clients, banks/finance companies, agencies, and other parties of interest. Duties include gathering and assembling information from a variety of sources regarding potential third party claims, preparing and presenting claims for collection, preparing and filing assignments of proceeds, liens and collateral security mortgages to secure claims and the collection of claims and remittal of monies to DHS, interpreting Social Services rules and regulations and independently conducting legal s research. The employee is authorized by the Commissioner of Human Services to endorse certain third party checks on behalf of DHS. Direct and independent responsibility is assumed for assigned legal matters. General supervision is exercised over a subordinate staff. The employee reports directly to and works under the general supervision of a Deputy County Attorney 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) Three (3) years paid full-time or its part-time equivalent professional** experience involving preparing case files for administrative and legal proceedings in a job setting such as a claims office, insurance office, disability or unemployment office, job service office, a law firm, or human relations or advocacy office, one (1) year of which must have been in Medicaid or public assistance eligibility issues; OR,
- (B) Three (3) years paid full-time or its part-time equivalent professional** experience which must have involved public assistance eligibility issues; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year paid full-time or its part-time equivalent professional** experience which must have involved public assistance eligibility issues; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

****Professional does not** include clerical, secretarial, or receptionist - type functions.

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: July 14, 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.