



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director of Human Resources

**TITLE: SPECIAL URBAN INVESTIGATIVE ASSISTANT**

**SALARY:** \$34,267 - \$43,459 annually

**LOCATION:** Monroe County Department of the Public Defender

### **JOB SUMMARY:**

This is a professional position in the Public Defender's Office responsible for conducting interviews with clients and prospective clients to secure information and determine eligibility for services. The employee works closely with the Special Urban Investigator and is cognizant of sensitive, confidential, and privileged information. The work will also involve training and supervision of student interns. The employee reports directly to, and works under general supervision from, an attorney. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

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

- (A) Two (2) years paid full time or its part time or volunteer equivalent experience as a police officer, insurance investigator, private investigator, court officer, probation officer, paralegal, legal assistant, or other related investigative experience; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Criminal Justice, plus 6 months of experience as defined in (A); OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Criminal Justice; OR
- (D) Satisfactory completion of a regionally accredited paralegal training and instructional program and possession of a certificate of completion, plus 6 months of experience as defined in (A); OR,
- (E) An equivalent combination of training and experience as defined in (A), (B), and (C).

### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Applicants for this position must be eligible for surety bond.

### **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.

**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 1, 2021

**Posting Deadline:** July 16, 2021