



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** STOCK HANDLER

**SALARY:** \$22,192 annually (starting salary)

**LOCATION:** Monroe County Sheriff's Office

**HOURS:** 8 a.m. to 4 p.m. Monday - Friday

### **JOB SUMMARY:**

This is an entry level stock handling position involving responsibility for receiving, storing, and delivering stock. The work involves loading and unloading trucks and pallets, transporting stock to proper bulk storage areas or to open stock areas, and delivering stock to shipping area or directly to users. Work is performed in a large central storehouse or a stockroom. The position requires manual exertion in the loading and unloading of trucks and pallets and may involve lifting of stock with an average weight of fifty (50) pounds. While loading, unloading, or delivering stock, the incumbent may be exposed to inclement weather conditions and extremes of heat and cold. Work is performed under direct supervision of a higher ranking employee. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Satisfactory completion of eighth grade. Where education is lacking, additional experience involving manual labor, truck driving, or receiving, storing, disbursing, and delivering stock may be substituted on a year-for-year basis.

### **SPECIAL REQUIREMENTS:**

**Medical examination involving test of and possession of a New York State class \*D\* license may be required at time of appointment.**

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:** February 2, 2018

**Posting Deadline:** February 15, 2018