



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:** **AUTOMOTIVE PARTS WORKER**  
(Provisional\* Appointment)

**SALARY:** \$36,682 - \$48,327 annually

**LOCATION:** Monroe County Department of Environmental Services

**HOURS:** Normally Monday through Friday - 40 hours per week. 24/7 operation may require extended days, overtime, standby, call in, weekends, holidays.

**JOB SUMMARY:**

This position is responsible for receiving, storing, processing and disbursing automotive parts stock in the Department of Environmental Services, division of Fleet Services. The employee reports directly to and works under the general supervision of a foreman. 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 when an Associate's degree in Automotive Technology, plus two (2) years of full-time or its part-time equivalent paid experience in the automotive parts industry or automotive inventory control.
- (B) Four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above

**SPECIAL REQUIREMENTS:**

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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.

**ADDITIONAL INFORMATION:**

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

**ADDITIONAL INFORMATION (continued):**

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

**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:** January 1, 2024

**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.