



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:** COLLECTOR OF FEES AND TAXES  
(Provisional\* Appointment)

**SALARY:** \$75,720 - \$104,815 annually

**LOCATION:** Monroe County Department of Finance: Treasury

**HOURS:** 40 hours per week

### **JOB SUMMARY:**

This is a professional position in the Department of Finance responsible for the collection of taxes and fees and the oversight of the Treasury section. The employee reports directly to, and works under the general supervision of, the Director of Finance. General supervision is exercised over a staff of professional and clerical employees. 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 with a Master's degree, plus three (3) years paid full-time or its part-time equivalent professional\* experience in one of the following: accounting or coordinating tax collection functions, including school taxes, one (1) year of which must have included staff supervision; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus five (5) years experience as described in (A) above, one (1) year of which must have included staff supervision; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*\*Professional experience, for the purposes of these minimum qualifications, does not include secretarial, clerical or other similar experience.

### **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.

**SPECIAL REQUIREMENTS (continued):**

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!

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:** April 4, 2024

**Posting Deadline:** May 3, 2024

\*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.