



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

TITLE: Assistant Public Health Representative (*Provisional Appointment)

SALARY: \$28,709 - \$36,777 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY: This is an entry-level position in the Department of Public Health in which employees receive on-the-job training in performing duties of an Assistant Public Health Representative. Under the direct supervision of the Supervising Public Health Representative the employee conducts public health field investigations, personal interviews and reviews available records to secure or verify factual information for research and control purposes in various program areas including, but not limited to, sexually transmitted diseases. Will conduct investigations with patients, patients' families, and persons who may have been exposed to infection, and the establishment of working relationships with community and professional personnel. The employee reports directly to and works under the general supervision of a Public Health Representative.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) 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 experience in research and/or investigative work involving interviews by phone or personal contact or experience in conducting interviews to obtain personal or sensitive information; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree.
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Send Civil Service Application to: Monroe County Department of Human Resources
111 Westfall Road - Room 756
Rochester, NY 14620

Posting Deadline: December 14, 2007

*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) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer