



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

TITLE: Cashier - Grade II (Temporary position - 3 months)

SALARY: \$12.12 per hour

LOCATION: Monroe County Department of Finance

Anticipated Start Date: October 1, 2007

JOB SUMMARY:

This position involves collecting fees, issuing receipts for payments and/or writing and issuing checks for various financial transactions for a County office or agency. Employees maintain records of all funds received or issued and are responsible for accuracy in accounting for all receipts and/or disbursements. The employee reports directly to and work is performed under general supervision from a senior or administrative staff member.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus two (2) years of paid full-time or its part-time equivalent experience in bookkeeping, OR financial record keeping, OR as a cashier* one (1) year in either capacity must have involved handling money.

*Experience as a cashier must have involved responsibility for transactions involving reconciling and balancing cash, and related recordkeeping and must be indicated on your application.

SPECIAL REQUIREMENTS:

Applicants for this position must be eligible for surety bond.

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.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

Send Civil Service Application to: Monroe County Department of Human Resources
39 W. Main Street - Room 210
Rochester, NY 14614-1471

Posting Deadline: August 31, 2007

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