



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:** COMMUNITY DEVELOPMENT ASSISTANT, TEMPORARY

**SALARY:** \$38,469 - \$52,708 annually

**LOCATION:** Monroe County Department of Planning and Development

### **JOB SUMMARY:**

This is a staff support position in the Monroe County Department of Planning and Development responsible for assisting with Community Development initiatives and day-to-day activities. Work involves program eligibility analysis, income verification and associated data input department support activities. The employee reports directly to and works under the general supervision of the Community Development Manager or other administrative-level staff member. 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 an Associate's degree plus two (2) years of full-time or its part-time equivalent staff support or administrative experience involving mortgage, loan or credit collection administration; OR,
- (B) Four (4) years' experience as defined in (A) above; OR,
- (C) Any equivalent combination of education and experience defined by the limits of (A) and (B) above.

### **SPECIAL REQUIREMENTS:**

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.

### **ADDITIONAL INFORMATION:**

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

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 and for at least four (4) months at the time of examination.

**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:** May 17, 2023

**Posting Deadline:** June 14, 2023