



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **LOAN DOCUMENTATION TECHNICIAN**
(Provisional* Appointment)

SALARY: \$34,714 - \$45,734 annually

LOCATION: Monroe County Department of Planning and Development

JOB SUMMARY:

This position in the Department of Planning and Development is responsible for providing clerical support as related to loan documentation, processing and monitoring for various economic development initiatives. Work involves contact with outside agencies, to explain program criteria and gather information. The employee reports directly to and works under the general supervision of a senior level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus one (1) year paid full-time or its part-time equivalent experience in an office setting involving maintenance of financial records, bookkeeping, account keeping or closely related duties.

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!

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: March 19, 2024

Posting Deadline: March 29, 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.