



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:** **REVENUE PROCESSOR**  
(Provisional\* Appointment)

**SALARY:** \$43,336 - \$59,377 annually

**LOCATION:** Monroe County Department of Environmental Services

### **JOB SUMMARY:**

This position in the Department of Environmental Services is responsible for providing financial and administrative support on the provision of County utilities and services. Duties involve overseeing activities of the Monroe County Transfer Station (Resource Recovery Facility) including monitoring vehicle and customer activity at the Facility and ensuring accurate charges, monitoring and processing account payables and receivables of solid waste contracts and agreements, and processing charges for fleet services. Duties also involve back-up customer service in the resolution of account status and tax bills. Work is conducted in accordance with municipal policies and associated legislation. The employee reports directly to, and works under the general supervision of the Revenue Process Supervisor or other higher-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 in Business Administration, Public Administration, Accounting, Finance or a closely related field, plus two (2) years paid full-time or its part-time equivalent experience performing account keeping, billing, financial record keeping or other financially related duties; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience defined by the limits of (A) and (B) above.

### **SPECIAL REQUIREMENTS:**

If you are appointed, you will be required to acquire a valid New York State Weighmaster's License issued by the New York State Department of Agriculture and Markets, Bureau of Weights and Measures .

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.

**ADDITIONAL INFORMATION (continued):**

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:** April 6, 2023

**Posting Deadline:** Until filled

\*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.