



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director of Human Resources

**TITLE: SPECIAL URBAN INVESTIGATOR**

**SALARY:** \$47,569 - \$65,177 annually

**LOCATION:** Monroe County Department of the Public Defender

### **JOB SUMMARY:**

This is a responsible position involving the conducting of investigations and interviews to substantiate facts for cases being prepared by the Office of the Public Defender. Employees of this class work in accordance with established practices and procedures, under direct supervision of a senior level staff member. The work may be performed on weeknights and during weekends. Employees are on call twenty-four (24) hours a day. Supervision of others is not a responsibility of this class. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma; plus EITHER:

- (A) Five (5) years of paid full-time or its part-time/volunteer equivalent experience as a police officer, insurance investigator, private investigator, court officer, probation officer or other related investigative experience; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Criminal Justice, plus three (3) years of experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year experience as defined in (A); OR,
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

### **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 PUBLIC DEFENDER'S OFFICE  
ATTENTION: MIKE MOLINARI  
10 N. FITZHUGH STREET  
ROCHESTER, NEW YORK 14614

**Posting Date:** February 16, 2024

**Posting Deadline:** Until Filled