



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director of Human Resources

TITLE: **DIGITAL SERVICES COORDINATOR**
(Provisional* Appointment)

SALARY: \$50,786 - \$69,584 annually

LOCATION: Monroe County Department of the Public Defender

JOB SUMMARY:

This position, located in the Public Defender's Office, is responsible for the development, implementation, and maintenance of information systems and digital records management activities. Employee serves in a confidential capacity. The employee reports directly to and works under the general supervision of an administrator. 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 a Bachelor's degree, plus two (2) years of full-time or its part-time equivalent work experience in either digital system management involving a multiuser computer network, and equipment maintenance, OR, defining user needs, suggesting solutions, and implementing systems, OR;
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science or other computer science field, plus four (4) years full-time or its part-time equivalent paid experience as described in (A) above, OR;
- (C) Six (6) years' experience as described in (A) above, OR;
- (D) An equivalent combination of education and experience 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: March 19, 2024

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.