



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: CLERICAL I (POS#1099)

PAY RATE: \$17.16 - \$19.29

DEPARTMENT/DIVISION: RECEPTION

WORK LOCATION: NCDSS/NIAGARA FALLS

STATUS: Provisional

DESCRIPTION: Performs routine clerical work involving the performance of clerical tasks in accordance with standard procedures and policies. Tasks are performed using modern office software and modern computer equipment and related peripherals. Although detailed instructions are given for new or different assignments and tasks are rather definitely fixed, employees must occasionally exercise independent judgment in completing some tasks. Work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, or by another step in the clerical process. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma. Candidates must be able to type at the rate of thirty (30) words per minute.

Provisional Appointment: Successful Candidates will be required to take a Civil Service examination, and be reachable for a permanent appointment.

DATE POSTED: 3/25/2020 DEADLINE: 4/7/2020

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

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Niagara County is an Equal Opportunity Employer