NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: **Confidential Assistant-Commissioner of Public Works #13581**

PAY RATE: **$22.16 - Step 1**

DEPARTMENT/DIVISION: **DPW - Administration**

WORK LOCATION: **59 Park Avenue, Lockport**

STATUS: **Permanent**

DESCRIPTION: **The incumbent serves as the confidential assistant to the Commissioner of Public Works and provides administrative support to the department. The incumbent assists the Commissioner and Deputy Commissioners by performing administrative duties to include scheduling, filing, assisting with meeting preparation and presentations, and responding to calls and correspondence. The incumbent is responsible for the administration of the rural transportation program and other assigned programs within the divisions of the department.**

MINIMUM QUALIFICATIONS: **MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma AND one of the following: 1. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Bachelor's Degree in a business related field; OR 2. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with an Associate's Degree in a business related field and two (2) years of full-time paid administrative or office management experience which shall have involved maintaining computerized records in a database or spreadsheet application and preparing reports; OR 3. Four (4) years of full-time paid administrative or office management experience which shall have involved maintaining computerized records in a database or spreadsheet application and preparing reports.**

CONTINUED

DATE POSTED: **11/3/20** DEADLINE: **11/16/20**

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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