



# NIAGARA COUNTY JOB POSTING

## OPEN TO THE PUBLIC

TITLE/POSITION #: Confidential Secretary- Assigned Counsel & Conflict Administrator  
#13620

PAY RATE: \$22.16-\$30.03/hr

DEPARTMENT/DIVISION: Niagara County Conflicts Office

WORK LOCATION: Niagara Falls and Lockport

STATUS: Provisional

DESCRIPTION: Confidential Secretary will assist the Administrator in obtaining information in criminal matters, maintain files, and enter information in our database

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma:AND:

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 Secretarial Science or closely related field and six (6) months of legal clerical experience in an office setting which involved using a personal computer; 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 Secretarial Science or closely related field and two (2) years of legal clerical experience in an office setting which involved using a personal computer; OR:
3. Four (4) years of legal clerical experience in an office setting which involved using a personal computer.

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DATE POSTED: 11/20/20 DEADLINE: 12/03/20

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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Niagara County is an Equal Opportunity Employer