



## NIAGARA COUNTY JOB POSTING

### OPEN TO THE PUBLIC

TITLE/POSITION #: Account Clerical III - #3694

PAY RATE: \$19.64-\$22.52

DEPARTMENT/DIVISION: Mental Health

WORK LOCATION: Shaw Bldg. - Lockport

STATUS: Provisional

DESCRIPTION: The Niagara County Department of Mental Health & Substance Abuse Services is seeking a Full-time Account Clerical III for our Lockport location. This position requires difficult account clerical and typing work, involving the independent performance and supervision of entering and processing payroll, and employee benefit time record keeping. The work requires a good understanding of specific law, office rules, procedures and policies pertaining to the incumbent's department. Work is performed under general supervision. Incumbent is also responsible for assisting in the data processing for referrals to Adult and Children's Single Point of Access (SPOA), and statistical reporting and tracking for SPOA and other programs, processing working agreements, and preparing and scheduling sub-committee meetings. The position also performs other related duties as needed.

MINIMUM QUALIFICATIONS: Niagara County Resident, and graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid clerical experience involving responsibility for double-entry bookkeeping. NOTE: Successful completion of coursework in accounting, business administration or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours being equivalent to three months of experience.

\*\* Position is a provisional appointment, candidate will be required to pass and be reachable on a civil service exam in order to be eligible for permanent appointment\*\*.

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DATE POSTED: **3/2/2021** DEADLINE: **3/15/2021**

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/>**

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer