



## NIAGARA COUNTY JOB POSTING

### SEASONAL EMPLOYMENT

TITLE: **Seasonal Help- Clerical (3 positions)**

PAY RATE: **\$12.50/hr**

DEPARTMENT/DIVISION: **County Clerk/DMV**

WORK LOCATION: **Varies**

STATUS: **Seasonal**

DESCRIPTION: **Assists Motor Vehicle Representatives. Responsible for editing and processing dealer work, assists with clerical duties, collects data, performs filing and assists in processing forms**

MINIMUM QUALIFICATIONS: **None**

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DATE POSTED: **3/29/2021**      DEADLINE: **04/11/2021**

**SUBMIT APPLICATIONS TO:**

NAME: **Joseph A. Jastrzemski, Niagara County Clerk**

ADDRESS: **PO BOX 461**

**Lockport, NY 14095**

**You must use the Seasonal Employment Application found here:**

<https://www.niagaracounty.com/Portals/0/docs/Application%20seasonal%2002012016.pdf>

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

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

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