



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Insurance Program Assistant #4598

PAY RATE: \$19.64 - \$22.52

DEPARTMENT/DIVISION: Risk Management

WORK LOCATION: 111 Main Street, Suite 102, Lockport, NY 14094

STATUS: Provisional

DESCRIPTION: These duties involve assisting the Director of Risk and Insurance Services in technical and clerical duties related to the County's Risk & Insurance Programs which include a combination of self-insured and fully-insured plans including healthcare, workers' compensation, general loss prevention/safety, and property, liability and casualty insurance. The incumbent works under direct supervision. Supervision may be exercised over one or more clerical employees. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of full-time paid experience processing, maintaining, and verifying insurance records or claims in an insurance or law office, healthcare provider's office, or third party administrator for the provision of health or workers' compensation benefits, safety training/compliance or other similar experience related to risk and insurance activities.

DATE POSTED: May 10, 2021 DEADLINE: May 23, 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/>

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Niagara County is an Equal Opportunity Employer