



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Courier Mail Clerk Part Time

PAY RATE: \$17.50-\$19.68/hr

DEPARTMENT/DIVISION: County Clerk

WORK LOCATION: Varied

STATUS: Provisional

DESCRIPTION: The responsibilities of the Courier Mail Clerk include picking up, sorting, and delivering mail, packages, materials, supplies, and active, inactive, or archival records to various offices within the department of the Niagara county Clerk.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and six (6) months of paid clerical experience. Paid part-time experience will be pro-rated. Completion of six (6) college credit hours in a business related field may be substituted for the experience requirement. Possession of a valid New York State Motor Vehicle License.

DATE POSTED: 5/11/21 DEADLINE: 5/24/21

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