



## NIAGARA COUNTY JOB POSTING

### OPEN TO THE PUBLIC

TITLE/POSITION #: 2 - Energy Assistance Worker p/t pos #1286 & 7225

PAY RATE: \$18.12/hr

DEPARTMENT/DIVISION: Office for the Aging

WORK LOCATION: 111 Main Street, Lockport/ various within the County

STATUS: Temporary Unknown Duration

DESCRIPTION: The incumbent determines eligibility for the Home Energy Assistance Program (HEAP) each heating season. Under close supervision of a higher level worker, the incumbent interviews applicants, reviews applications, and performs data-entry and routine clerical work. Incumbents must have the ability to utilize various computer systems in order to maintain electronic records. Does related work as required.

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

1. Six (6) months of full-time office clerical experience involving the use of a personal computer; OR

2. Satisfactory completion of at least fifteen (15) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR

3. Satisfactory completion of a six-month program at a recognized business school.

SPECIAL REQUIREMENT IN OFFICE OF THE AGING: Possession of a valid New York State Driver's License at time of appointment and for the duration of employment.

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DATE POSTED: 08/02/2021 DEADLINE: 08/15/2021

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/>**

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Niagara County is an Equal Opportunity Employer