



# NIAGARA COUNTY JOB POSTING

## OPEN TO THE PUBLIC

TITLE/POSITION #: Senior Court Assistant, Position #13670

PAY RATE: \$19.64 - \$22.52/hr

DEPARTMENT/DIVISION: District Attorney

WORK LOCATION: District Attorney

STATUS: Provisional

DESCRIPTION: This highly important work involves responsibility for planning and managing complex clerical activities regarding criminal cases and for independently performing the more critical and complex functions. This position is responsible to the administrative staff and is given great leeway for the exercise of independent judgment in carrying out the details of the work in accordance with general instructions regarding objectives, policies and procedures. Incumbents provide direct supervision to subordinate employees and have supervisory responsibility over the work of the assigned unit. This position is responsible for scheduling of employees and managing the work and court assignments of the unit. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must be permanently employed in the competitive class as a Court Assistant in the District Attorney's Office for eighteen (18) months immediately preceding the date of examination.

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DATE POSTED: 9/3/21 DEADLINE: 9/17/21

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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