



# NIAGARA COUNTY JOB POSTING

## OPEN TO THE PUBLIC

TITLE/POSITION #: Account Clerical II #13477

PAY RATE: \$18.87 - step 1

DEPARTMENT/DIVISION: Department of Public Works

WORK LOCATION: 225 So Niagara Street, Lockport, NY 14094

STATUS: Provisional

DESCRIPTION: This position maintains financial accounts and various records; uses common office equipment efficiently, processes claim forms, vouchers, bills, purchase orders, types specs, requisition requests, etc.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid clerical experience involving responsibility for compiling and maintaining financial accounts and records.

Provisional Appointment: Successful Candidates will be required to take a Civil Service examination and be reachable for a permanent appointment.

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DATE POSTED: 9/13/21 DEADLINE: 9/26/21

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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