



# NIAGARA COUNTY JOB POSTING

## OPEN TO THE PUBLIC

TITLE/POSITION #: Courier- Mail Clerk

PAY RATE: \$17.50

DEPARTMENT/DIVISION: Legislature

WORK LOCATION: Court House

STATUS: Temporary 3 months

DESCRIPTION: The incumbent performs routine tasks of a repetitive nature. Responsibilities include picking up, sorting, and delivering mail, packages, and materials to various departments and agencies throughout the civil division. The incumbent drives department vehicles and when necessary his/her private vehicle to carry out the duties of the position. The work is performed under general supervision of the Clerk of the Legislature. The incumbent exercises independent judgment in certain cases. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from High School or possession of an equivalency diploma and six (6) months of full-time clerical experience.

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DATE POSTED: 09/14/2021      DEADLINE: 9/20/2021

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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