



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Tax Clerk #84

PAY RATE: \$18.87-\$21.27Hr

DEPARTMENT/DIVISION: Treasurer's Office

WORK LOCATION: 59 Park Ave, Lockport

STATUS: Provisional

DESCRIPTION: This is an important clerical position in the Niagara County Treasurer's Office. The incumbent is responsible for performing difficult record keeping, receiving cash payments, providing accurate municipal tax information and for conducting County tax searches to determine the status of County taxes and assessments against individual properties. The employee receives general supervision from the Chief Tax Clerk, who checks results for conformance with established policy. Does related work as required.

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

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in a business field; OR
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in a business field and two (2) years of full-time paid experience in the maintenance and compilation of financial records and accounts; OR
3. Four (4) years of full-time paid experience in the maintenance and compilation of financial records and accounts.

DATE POSTED: 11/22/2021

DEADLINE: 12/10/2021

CONTINUED

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/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer