



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Document Clerk and Cashier #119 & 13527

PAY RATE: \$20.03- \$22.97/hr

DEPARTMENT/DIVISION: County Clerk

WORK LOCATION: County Clerk's Office (Niagara County Courthouse)

STATUS: Provisional

DESCRIPTION: This position is responsible for overseeing the flow and conformance to standards of land, court and associated legal documents recorded and/or filed in the County Clerk's Office. It is clerical work requiring a high degree of confidentiality, accuracy, and attention to detail in the recording and indexing of legal papers. The incumbent participates in clerical activities and receives, deposits and records cash fees in a County department or section. The duties are performed within the scope of laws, office rules and procedures relating to the indexing, filing and recording of legal instruments, including those of a highly confidential nature. This position is distinguished from Document Clerk in the greater difficulty of tasks and higher level of responsibility. Work is performed under the supervision of the Senior Document Clerk and Cashier and/or the Deputy County Clerk, allowing for the exercise of independent judgment. Does related work as required.

MINIMUM QUALIFICATIONS: 1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates degree in paralegal studies, business administration, accounting, or a related business field AND two (2) years of progressively responsible account clerical and/or office clerical experience gained by working in a department of municipal government, law office, title or insurance company, bank or similar field. Experience must have involved the use of a personal computer, public contact, and handling cash receipts. ; OR

2. Graduation from high school or possession of an equivalency diploma and four (4) years full-time paid progressively responsible account clerical and/or office

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clerical experience gained by working in a department of municipal government, law office, title or insurance company, bank or similar field. Experience must have involved the use of a personal computer, public contact, and handling cash receipts.

DATE POSTED: **12/30/2021** DEADLINE: **01/12/2022**

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