



# NIAGARA COUNTY JOB POSTING

## OPEN TO THE PUBLIC

TITLE/POSITION #: Account Clerical III #3139

PAY RATE: \$20.03 - 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: PROMOTIONAL QUALIFICATIONS: Two (2) years of permanent competitive status in an Account Clerical II position.

OPEN-COMPETITIVE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid clerical experience involving responsibility for double-entry bookkeeping. NOTE: Successful completion of coursework in accounting, business administration or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours being equivalent to three months of experience.

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DATE POSTED: 01/03/2022      DEADLINE: 01/16/2022

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/>

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