



# NIAGARA COUNTY JOB POSTING

## OPEN TO THE PUBLIC

TITLE/POSITION #: Fiscal Manager #13293

PAY RATE: \$30.71-\$36.00

DEPARTMENT/DIVISION: District Attorney

WORK LOCATION: Niagara County Courthouse

STATUS: Provisional

DESCRIPTION: Oversees, coordinates, and has charge of the administrative support, account keeping, and fiscal management functions of a county department. These duties involve responsibility for the performance of moderately complex administrative support tasks, account keeping, budgeting, purchasing, and related fiscal management tasks. The incumbent may also be responsible for managing the office, supervising staff, scheduling, and for assisting in the planning, organization, and direction of the support functions of the department. The work is performed under administrative direction of the department head or designee. Wide leeway is allowed for the use of independent judgment in determining operating methods and procedures in accordance with established laws, rules, regulations, and procedures. An incumbent of this position 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 a Bachelor's degree in a business-related field and two (2) years of full-time paid administrative or office management experience which shall have involved maintaining computerized financial and personnel records in a database or spreadsheet application and preparing reports. One (1) year of qualifying experience must have included supervision and/or responsibility for the direction of an organizational segment; 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

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**Associate's degree in a business-related field and four (4) years of full-time paid administrative or office management experience which shall have involved maintaining computerized financial and personnel records in a database or spreadsheet application and preparing reports. One (1) year of qualifying experience must have included supervision and/or responsibility for the direction of an organizational segment.**

**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: 1/3/2022      DEADLINE: 2/3/2022

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