



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: **CLERICAL III (POS#10802)**

PAY RATE: **20.03 - \$22.97**

DEPARTMENT/DIVISION: **FINANACIAL RECOVERY**

WORK LOCATION: **NCDSS/LOCKPORT**

STATUS: **Provisional**

DESCRIPTION: **This is highly important clerical work involving responsibility for the frequent exercise of independent judgment in planning and managing complex clerical activities and for independently performing the more critical and complex functions. The work is performed in accordance with general instructions regarding objectives, policies and procedures. Difficult technical or policy problems are referred to a supervisor for decision or preview of judgment if recommendations are made. Incumbents provide general supervision to subordinate employees and may have supervisory responsibility over the clerical work of a large or complex unit. Does related work as required.**

MINIMUM QUALIFICATIONS: **SUGGESTED PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed in the competitive class in a Clerical II position for three (3) years.**

OPEN COMPETITIVE: 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 Associate's degree in a business-related field and two (2) years of office clerical experience, one (1) of which involved responsibility and accountability for the accuracy and completion of an office clerical segment, function or unit; OR 2. Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical experience, one (1) of

**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

which involved responsibility and accountability for the accuracy and completion of an office clerical segment, function or unit.

Provisional Appointment: Successful candidates will be required to take a Civil Service examination and be reachable for a permanent appointment.

DATE POSTED: **6/16/2022** DEADLINE: **6/29/2022**

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

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