



## NIAGARA COUNTY JOB POSTING

### OPEN TO THE PUBLIC

TITLE/POSITION #: **ACCOUNT CLERICAL I - CONTINUOUS RECRUITMENT**

PAY RATE: **\$18.48 - \$20.80**

DEPARTMENT/DIVISION: **VARIES**

WORK LOCATION: **NCDSS/LOCKPORT OR NIAGARA FALLS (MUST BE WILLING TO WORK IN EITHER LOCATION)**

STATUS: **Provisional**

DESCRIPTION: **This is routine clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. Incumbents do not perform double entry bookkeeping. The incumbent works under direct supervision on routine assignments, which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, crosschecks or by an immediate supervisor and by other steps in the account-keeping process. This position differs from Account Clerical II by virtue of the limited complexity of the work and lack of supervisory responsibility. Does related work as required.**

MINIMUM QUALIFICATIONS: **1. Successful completion of twelve (12) credit hours 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; OR 2. Graduation from high school or possession of an equivalency diploma and one (1) year of paid clerical experience responsible for compiling and maintaining financial accounts and records.**

**NOTE: Part-time experience will be pro-rated**

**PROVISIONAL APPOINTMENT: Successful candidates will be required to take a civil service examination and be reachable for a permanent appointment.**

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**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

DATE POSTED: 8/17/2022      DEADLINE: 12/31/2022

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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