



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Court Assistant / #13543

PAY RATE: \$19.25 - 21.70

DEPARTMENT/DIVISION: District Attorney

WORK LOCATION: 175 Hawley St., Lockport, NY

STATUS: Provisional

DESCRIPTION: Responsible for documentation of information regarding criminal and/or family court files and the disposition of recorded actions. Reviews paperwork for court files to determine proper distribution of cases. A wide range of leeway is allowed for the exercise of independent judgement in carrying out the details of the work in accordance with established laws, policies and procedures.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma AND one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regent to grant degrees with an Associate's Degree in Criminal Justice or Paralegal Studies OR
2. Two (2) years of paid clerical experience working in the legal field

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

DATE POSTED: 9/12/2022 DEADLINE: 09/25/2022

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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Niagara County is an Equal Opportunity Employer