



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: **Tax Clerk #84**

PAY RATE: **\$19.25 - \$21.70**

DEPARTMENT/DIVISION: **Treasurer's Office**

WORK LOCATION: **Treasurer's Office - Lockport**

STATUS: **Provisional**

DESCRIPTION: For a complete job description and minimum requirements please visit:

https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

This is an important clerical position in the Niagara County Treasurer's Office.

The incumbent is responsible for performing routine record keeping, receiving cash payments, providing accurate municipal tax information and for conducting

County tax searches to determine the status of County taxes and assessments against individual properties. The employee receives general supervision from the Chief Tax Clerk, who checks results for conformance with established policy.

Does related work as required.

MINIMUM QUALIFICATIONS: **Graduation from high school or possession of an equivalency diploma and one of the following: 1. Graduation with a Bachelor's Degree ; OR 2. Graduation with an Associate's Degree AND one (1) year of full-time paid experience in the maintenance and compilation of financial records and accounts or cash handling; OR 3. Two (2) years of full-time paid experience in the maintenance and compilation of financial records and accounts or cash handling.**

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**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

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

DATE POSTED: **11/10/22** DEADLINE: **12/12/22**

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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