



## NIAGARA COUNTY JOB POSTING

### OPEN TO THE PUBLIC

Form updated 10/22/2022

TITLE/POSITION #: **Real Property Information Clerk - Continuous Recruitment**

PAY RATE: **\$23.67 - 27.19**

DEPARTMENT/DIVISION: **Real Property**

WORK LOCATION: **Brooks Building - 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](https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php)

**This position provides clerical and administrative support to the County Director of Real Property Tax Services in his responsibility in instructing assessors, training, researching problem properties, calculating tax rates and coordinating the implementation and maintenance of a computerized Real Property Information System. When assigned, the incumbent is responsible for office administrative duties such as payroll, maintaining office supply inventory, budget transactions, accounts payable and receivable, and other incidental clerical functions. The work is performed in accordance with policies determined by the Director of Real Property Tax Services permitting latitude for organizing the work. Does related work as required.**

MINIMUM QUALIFICATIONS: **Candidates must meet one of the following: 1. Graduation with an Associate Degree in a business related field and two (2) years paid progressively responsible account clerical and/or office clerical experience which involved the use of spreadsheets and databases and contact with the public; OR 2. Graduation from high school or possession of an equivalency diploma and four (4) years paid progressively responsible account clerical and/or office clerical experience which involved the use of spreadsheets and databases and contact with the public. NOTE: 1. Part-time paid experience will be pro-rated.**

**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

**2. Office experience involves the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures. Teller experience will not be accepted. 3. Degrees and/or credit hours 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.**

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

---

DATE POSTED: **1/2/2023** DEADLINE: **12/31/2023**

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