



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: **Insurance Program Clerk #9799**

PAY RATE: **\$20.99 - \$23.37 / Hour**

DEPARTMENT/DIVISION: **Risk Management**

WORK LOCATION: **GTB - 111 Main St., Suite 102, Lockport, NY 14094**

STATUS: **Provisional**

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

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

Performs moderately difficult and varied clerical tasks in accordance with standard procedures and policies related to the county's risk and insurance programs. The programs include self-insurance, workmen's compensation, health care, and property, liability, and casualty insurance. Although most of this work follows an established routine, its efficient completion requires the application of independent judgment in the application of prescribed procedures and methods to routine cases and a general understanding of specific law, office rules, procedures, terminology and policies. Unusual problems or situations not previously encountered are referred to supervisor before action is taken. The incumbent assumes responsibility for clerical duties only. Duties requiring technical knowledge are performed by higher level Program Assistants. General supervision is received from the Senior Insurance Program Assistant. Does related work as required.

MINIMUM QUALIFICATIONS: **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; OR Graduation from high school or possession of an equivalency diploma and one (1) year of full-time paid office clerical experience.**

**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

NOTE: Clerical 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. Stores clerk and cashier experience will not be accepted.

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

DATE POSTED: **March 06, 2023**

DEADLINE: **March 19, 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

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