



## NIAGARA COUNTY JOB POSTING

### OPEN TO THE PUBLIC

Form updated 10/22/2022

TITLE/POSITION #: **Clerical II #3990**

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

DEPARTMENT/DIVISION: **Public Health/Nursing**

WORK LOCATION: **Niagara Falls - Trott Access Center**

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)

**Performs moderately difficult and varied typing and clerical tasks in accordance with standard procedures and policies. 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. Depending upon the nature of the assignment, work may be completed under direct or general supervision. Supervision may be exercised over the work of a small number of subordinate clerical workers by assigning and assisting them in the less complex work of the department or section. This position is distinguished from Clerical I in the greater difficulty of tasks and a higher level of responsibility. Does related work as required.**

MINIMUM QUALIFICATIONS: **SUGGESTED PROMOTIONAL QUALIFICATIONS:**

**Candidates must be permanently employed in the competitive class in a Clerical I or Typist position for one (1) year immediately preceding the date of exam. OPEN COMPETITIVE: 1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an**

**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

**Associate's degree in a business-related field; OR 2. Graduation from high school or possession of a high school equivalency diploma and one (1) year of paid office clerical experience. NOTE: Part-time experience will be pro-rated. Store clerk or cashier experience is not qualifying experience.**

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

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DATE POSTED: **3/10/23** DEADLINE: **3/23/23**

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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