



## NIAGARA COUNTY JOB POSTING

### OPEN TO THE PUBLIC

Form updated 10/22/2022

TITLE/POSITION #: **Court Assistant - Continuous Recruitment**

PAY RATE: **\$21.78 - \$24.29**

DEPARTMENT/DIVISION: **Public Defender**

WORK LOCATION: **Varies**

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)

**The work involves responsibility for documentation of information regarding criminal and/or family court files and the disposition of recorded actions. The incumbent reviews paperwork for court files to determine proper distribution of cases. Court Assistants may be appointed to either the District Attorney's Office or Public Defender's Office so the nature of the files and documents depends on that appointment. General direction is received from administration and higher level staff with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work in accordance with established laws, policies, and procedures. Does related work as required.**

MINIMUM QUALIFICATIONS: **SUGGESTED PROMOTIONAL QUALIFICATIONS:**

**Candidates must have one (1) year of permanent competitive status as a Clerical II or two (2) years as a Clerical I in the District Attorney's Office or Public Defender's Office immediately preceding the date of examination.**

**OPEN COMPETITIVE: 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 Regents to grant degrees with an Associate's Degree in Criminal Justice or**

**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

**Paralegal Studies; OR 2. Two (2) years of paid clerical experience working in the legal field. NOTE: Verifiable part-time experience will be pro-rated.**

**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: **1/2/2023** DEADLINE: **12/31/23**

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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