



NIAGARA COUNTY JOB POSTING

DATE POSTED: 4/24/2023

DEADLINE: 5/7/2023

POSITION TITLE/ #: Document Clerk #4336

POSITION CLASS: Competitive - No eligible list

PAY RATE: \$21.78 - \$24.29 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: County Clerk

WORK LOCATION: Courthouse

POSTINGS FOR CURRENT EMPLOYEES:

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or civilservice@niagaracounty.com.

STATUS FOR CURRENT EMPLOYEES: Permanent

Submit letter of interest and resume to:

NAME: Niagara County Human Resources

ADDRESS: 111 Main Street - Suite G2, Lockport, NY 14094

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: Provisional

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

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

This position is responsible for overseeing the flow of land, court and associated legal documents recorded and/or filed in the County Clerk's Office. It is clerical work requiring a high degree of confidentiality, accuracy, and attention to detail in the recording and indexing of legal papers. The duties are performed within the scope of laws, office rules and procedures relating to the indexing, filing and recording of legal instruments, including those of a highly confidential nature. This position is distinguished from Clerical II in the greater difficulty of tasks and higher level of responsibility. Work is performed under a supervisor of a higher title, allowing for the exercise of independent judgment. The incumbent may supervise a small number of subordinate clerical workers by assigning and assisting in less complex work of the department. An incumbent in this class may be assigned to other areas which are under the administrative management of the County Clerk and be responsible for utilizing associated information management systems and documents relevant to that area. Does related work as required.

MINIMUM QUALIFICATIONS: SUGGESTED PROMOTIONAL QUALIFICATIONS: One (1) year of permanent competitive status as a Clerical II or Account Clerical I in the Niagara County Clerk's Office immediately preceding the date of written examination.

OPEN-COMPETITIVE: Graduation with an Associates degree in paralegal studies, business administration, accounting, or a related business field AND one (1) year of progressively responsible account clerical and/or office clerical experience gained by working in a department of municipal government, law office, title or insurance company, bank or similar field. Experience must have involved the use of a personal computer and contact with the public. Graduation from high school or possession of an equivalency diploma and three (3) years full-time paid progressively responsible account clerical and/or office clerical experience gained by working in a department of municipal government, law office, title or insurance company, bank or similar field. Experience must have involved the use of a personal computer and contact with the public.

SPECIAL REQUIREMENT: Candidates must pass a New York State notary public exam within one (1) year of permanent appointment. Employees must maintain active status as a notary as a condition of continued employment.

NOTE: 1. 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. *Experience must be in a professional office environment involving the maintenance and review of documents. 2. 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.

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 here:
<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
Form Revised 4/4/2023