



NIAGARA COUNTY JOB POSTING

DATE POSTED: 9/25/2023

DEADLINE: 10/8/23

POSITION TITLE/ #: Energy Assistance Worker pt (pos #1286 & #7225)

POSITION CLASS: Non-competitive

PAY RATE: \$20.99 WEEKLY HOURS: 17

DEPARTMENT/DIVISION: Office for the Aging

WORK LOCATION: 111 Main Street, Suite 101, Lockport, NY 14094

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: Temporary 6 months

Submit letter of interest and resume to:

NAME: Darlene DiCarlo, Director Office for the Aging

ADDRESS: 111 Main Street, Suite 101, Lockport, NY 14094

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: Temporary 6 months

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

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

The incumbent determines eligibility for the Home Energy Assistance Program (HEAP) each heating season. Under close supervision of a higher level worker, the incumbent interviews applicants, reviews applications, and performs data-entry and routine clerical work. Incumbents must have the ability to utilize various computer systems in order to maintain electronic records. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma AND one of the following:

1. Six (6) months of full-time office clerical experience involving the use of a personal computer; OR

2. Satisfactory completion of at least fifteen (15) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR

3. Satisfactory completion of a six-month program at a recognized business school.

SPECIAL REQUIREMENT IN OFFICE OF THE AGING: Possession of a valid New York State Driver's License at time of appointment and for the duration of employment.

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