



NIAGARA COUNTY JOB POSTING

DATE POSTED: 10/30/23 DEADLINE: 11/26/2023

POSITION TITLE/ #: Application Specialist #13294

POSITION CLASS: Competitive - No eligible list

PAY RATE: \$26.82 - \$31.08 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Mental Health

WORK LOCATION: Shaw - Lockport

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: Provisional

Submit letter of interest and resume to:

NAME: Laura Kelemen, Director

ADDRESS: 5467 Upper Mountain Road, 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 involves responsibility for providing technical support for an organization's or department's information technology and electronic records needs. The incumbent is responsible for providing technical assistance and information to users; assisting users with problems and questions concerning the use of electronic information and records systems; developing and maintaining technical specifications, user manuals, technical bulletins and other related user documentation; understanding customers' business processes and looking for opportunities to enable them via the appropriate application of technology; and providing technical support and training for the organization's electronic records management system. When employed in a Niagara County department the incumbent collaborates closely with the Niagara County Information Technology Department to ensure that all department systems, programs, and networks conform to county-wide information technology policies, procedures, and requirements. Direct supervision is received from a director and/or designee. The incumbent carries out the details of the work in accordance with established policies

and procedures. Supervision of subordinates is not a feature of this class of positions. 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 a Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, or related field as well as two (2) years of paid experience using an enterprise reporting program system, providing end-user support and training, and supporting computer applications; OR

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree as well as four (4) years of paid experience using an enterprise reporting program system, providing end-user support and training, and supporting computer applications; OR

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 Computer Science, Computer Information Systems, Business Administration, or related field as well as four (4) years of paid experience using an enterprise reporting program system, providing end-user support and training, and supporting computer applications.

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