



NIAGARA COUNTY JOB POSTING

DATE POSTED: 1/22/24 DEADLINE: 2/4/24

POSITION TITLE/ #: Chief Tax Clerk #90

POSITION CLASS: Competitive - No eligible list

PAY RATE: \$29.46 - \$34.20 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Niagara County Treasurer's Office

WORK LOCATION: Treasurer's Office, 59 Park Avenue, 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: Provisional

Submit letter of interest and resume to:

NAME: Kyle Andrews, Treasurer

ADDRESS: 59 Park Avenue, 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 is a highly responsible position that involves the collection of taxes for Niagara County; maintaining and archiving historical tax collection records; coordinating and administering Niagara County tax foreclosure proceedings; and collaborating with the County Attorney's Office and Real Property Tax Services as well as with the Town and City Tax Collectors. The incumbent oversees the collection and accounting of daily cash receipts and maintains a database for filed bankruptcies against Niagara County properties. The incumbent works under the general direction of the County Treasurer and exercises independent judgment in planning and carrying out the details of the work according to prescribed policies and procedures. Exercises direct supervision over Tax Clerks. Does related work as required.

MINIMUM QUALIFICATIONS: SUGGESTED PROMOTIONAL QUALIFICATIONS: Two (2) years of permanent competitive status as a Tax Clerk in the Niagara County Treasurer's Office immediately preceding the date of exam.

OPEN COMPETITIVE QUALIFICATIONS: 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 a Bachelor's Degree in a business field and one (1) year of satisfactory full-time paid experience in the maintenance and compilation of financial records and accounts relative to the maintenance of real property tax records and/or the collection of real property taxes;
OR

2. 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 a business field and three (3) years of satisfactory full-time paid experience in the maintenance and compilation of financial records and accounts, relative to the maintenance of real property tax records and/or the collection of real property taxes.

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