



NIAGARA COUNTY JOB POSTING

SEASONAL EMPLOYMENT

TITLE: **2 - SEASONAL HELP CLERICAL (POS#2391 & #0460)**

PAY RATE: **\$15.50/Hr.**

DEPARTMENT/DIVISION: **YOUTH BUREAU**

WORK LOCATION: **NIAGARA FALLS**

STATUS: **Seasonal**

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

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

Performs sub-entrance training level clerical duties in a department under close supervision, performs sub-entrance level duties as assigned in various county departments for up to 26 weeks as a temporary seasonal employee. Does same level related work as required.

TYPICAL WORK ACTIVITIES: 1. Assists in processing of forms; 2. Assists in survey and data collection; 3. Performs record keeping duties, filing, alphabetizing etc. 4. Acts as receptionist and provides information to public; 5. Performs clerical duties and office support activities as assigned; 6. Acts as messenger; 7. Moves office equipment and material as assigned; 8. May be assigned to attend special events such as festivals, fairs, and community events to interact with and provide the public with information.

MINIMUM QUALIFICATIONS: **NONE**

DATE POSTED: **4/5/2024** DEADLINE: **4/18/2024**

SUBMIT APPLICATIONS TO:

NAME: **YOUTH BUREAU DIRECTOR BENJAMIN BUNKER**

ADDRESS: **NIAGARA COUNTY DEPT OF SOCIAL SERVICES, ATTN: BEN BUNKER, PO BOX 506, LOCKPORT, NY 14095**

**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

You must use the Seasonal Employment Application found here:

[https://cms5.revize.com/revize/niagaracounty/Document_center/Department/A%20-F/Employment/Seasonal%20County%2020200227%20\(1\).pdf](https://cms5.revize.com/revize/niagaracounty/Document_center/Department/A%20-F/Employment/Seasonal%20County%2020200227%20(1).pdf)

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