



NIAGARA COUNTY JOB POSTING

DATE POSTED: 4/29/24 DEADLINE: 5/12/24

POSITION TITLE/ #: Document Clerk #4336

POSITION CLASS: Competitive - Mandatory eligible list

PAY RATE: \$22.32 - \$24.90 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: County Clerk

WORK LOCATION: Court House, 175 Hawley Street, 1st Floor, 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: Permanent

Submit letter of interest and resume to:

NAME: Joseph A. Jastrzemski

ADDRESS: P.O. Box 461, Lockport, NY 14095-0461

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: N/A - For current employees only

DESCRIPTION: For a complete job description and minimum requirements please visit:
https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

MINIMUM QUALIFICATIONS:

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/>

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Niagara County is an Equal Opportunity Employer
Form Revised 4/4/2023