



NIAGARA COUNTY JOB POSTING OPEN TO THE PUBLIC

DATE POSTED: **5/15/2024**

DEADLINE: **5/28/2024**

POSITION TITLE/ #: **Chief Tax Clerk #90 – HELP PROGRAM**

POSITION CLASS: **Non-Competitive**

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**

STATUS FOR PUBLIC CANDIDATES: **Permanent**

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.

This position is non-competitive and covered under the HELP Program. Information on the HELP Program can be found here:

<https://www.niagaracounty.com/employment/#outer-1641>

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 with a Bachelor's Degree and one (1) year of satisfactory full-time paid experience in the maintenance and compilation of financial records and accounts; **OR**

2. Graduation with an Associate's degree and three (3) years of satisfactory full-time paid experience in the maintenance and compilation of financial records and accounts,.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

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