



## NIAGARA COUNTY JOB POSTING

DATE POSTED: 6/19/24 DEADLINE: 7/2/24

POSITION TITLE/ #: 3 - Document Clerk & Cashier #13924, #13925, #13926 (HELP PROGRAM PENDING NYSCSC APPROVAL)

POSITION CLASS: Non-Competitive

PAY RATE: \$23.14 - \$26.23 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: County Clerk

WORK LOCATION: Courthouse

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### **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](mailto:civilservice@niagaracounty.com).

STATUS FOR CURRENT EMPLOYEES: Permanent

Submit letter of interest and resume to:

NAME: Ashlee Pappas

ADDRESS: 175 Hawley Street, P.O. Box 461, Lockport, NY 14095

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### **POSTINGS OPEN TO THE PUBLIC:**

STATUS FOR PUBLIC CANDIDATES: **Provisional/Permanent - This title will be included in the NYS Help Program and is pending NYSCSC approval. Information on HELP can be found here:** <https://www.niagaracounty.com/employment/#outer-1641>

DESCRIPTION: For a complete job description and minimum requirements please visit: [https://niagaracounty.com/Employment/Job\\_Specs\\_for\\_Civil\\_Service\\_Positions.php](https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php)

This position is responsible for overseeing the flow and conformance to standards of land, court and associated legal documents recorded and/or filed in the County Clerk's Office. It is clerical work requiring a high degree of confidentiality, accuracy, and attention to detail in the recording and indexing of legal papers. The incumbent participates in clerical activities and receives, deposits and records cash fees in a County department or section. The duties are performed within the scope of laws, office rules and procedures relating to the indexing, filing and recording of legal instruments, including those of a highly confidential nature. This position is distinguished from Document Clerk in the greater difficulty of tasks and higher level of responsibility. Work is performed under the

supervision of the Senior Document Clerk and Cashier and/or the Deputy County Clerk, allowing for the exercise of independent judgment. Does related work as required.

MINIMUM QUALIFICATIONS:

**SUGGESTED PROMOTIONAL QUALIFICATIONS:**

Two (2) years permanent competitive status as a Document Clerk in the Niagara County Clerk's Office immediately preceding the date of written examination.

**OPEN-COMPETITIVE:**

1. Graduation with an Associate's degree in a business related field AND two (2) years of account clerical and/or office clerical experience. Experience must have involved the use of a personal computer, public contact, and handling financial records or accounts; OR
2. Graduation from high school or possession of an equivalency diploma and four (4) years of account clerical and/or office clerical experience. Experience must have involved the use of a personal computer, public contact, and handling financial records or accounts.

**SPECIAL REQUIREMENT:**

1. Candidates may be required to undergo a state and/or national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in an offer of employment being rescinded;
2. Candidates must pass a New York State notary public exam within one (1) year of permanent appointment. Employees must maintain active status as a notary as a condition of continued employment.

**NOTE:**

1. Office experience involves the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures. Teller experience will not be accepted. \*Experience must be in a professional office environment involving the maintenance and review of documents.
2. Degrees and/or credit hours 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

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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