



NIAGARA COUNTY JOB POSTING

DATE POSTED: 6/25/24 DEADLINE: 7/8/24

POSITION TITLE/ #: Property/Evidence Clerk #13918

POSITION CLASS: Competitive - No eligible list

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

DEPARTMENT/DIVISION: Niagara County Sheriff's Office

WORK LOCATION: 5526 Niagara Strees Ext., 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: Beth Dunn

ADDRESS: 5526 Niagara Street Ext. Lockport, NY 14094 or Beth.Dunn@niagaracounty.com

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 civilian position in the Niagara County Sheriff's Office responsible for the maintenance of an inventory control system for property retained as evidence or recovered in the course of police work. Duties involve the safe and efficient handling of firearms and the safe handling and destruction of related articles such as gunpowder and ammunition. Incumbents are required to lift and move items of various sizes and weights. The employee reports directly to, and works under the general supervision of the Criminal Investigations Bureau Lieutenant or the Sheriff's designee. Does related work as required.

MINIMUM QUALIFICATIONS: SUGGESTED PROMOTIONAL QUALIFICATIONS:

Candidates must be permanently employed in the competitive class in a Clerical I, Clerical II, Account Clerical I, or Account Clerical II position in the Niagara County Sheriff's Office for three (3) years immediately preceding the date of exam.

OPEN COMPETITIVE:

- 1. Graduation with an Associate's degree in a business-related field and two (2) years of office clerical experience, one (1) of which involved responsibility and accountability for the accuracy and completion of an office clerical segment, function or unit; OR**

- 2. Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical experience, one (1) of which involved responsibility and accountability for the accuracy and completion of an office clerical segment, function or unit.**

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.

SPECIAL REQUIREMENTS:

- 1. Possession of a valid New York State driver's license at time of appointment and throughout employment;**
- 2. Successful completion of a background check;**

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