



NIAGARA COUNTY JOB POSTING

DATE POSTED: 8/16/24 DEADLINE: 8/29/24

POSITION TITLE/ #: Tax Clerk #84 (HELP PROGRAM)

POSITION CLASS: Non-Competitive

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

DEPARTMENT/DIVISION: Treasurer's Office

WORK LOCATION: 59 Park Avenue, 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: Kyle R. Andrews

ADDRESS: Niagara County Treasurer's Office, 59 Park Avenue, Lockport, NY 14094

POSTINGS OPEN TO THE PUBLIC:

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 an important position in the Niagara County Treasurer's Office involving the collection of taxes for Niagara County and working collaboratively with Office staff to facilitate tax foreclosure proceedings. The incumbent maintains records, receives cash payments, provides accurate municipal tax information, and conducts County tax searches and community college certificates of residency. The incumbent collaborates with the County Attorney's Office, Office of Real Property Tax Services and various municipal tax collectors. Wide leeway is allowed for the exercise of independent judgment in carrying out the details of the job in accordance with established laws, policies, and procedures. The employee receives general supervision from the Deputy Treasurer and County Treasurer. Does related work as needed.

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: The minimum qualifications can be found on the continuous recruitment posting here:

[https://niagaracounty.com/Employment/Job Specs for Civil Service Positions.php](https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php)

Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation with a Bachelor's Degree; OR
2. Graduation with an Associate's Degree AND two (2) years of full-time paid experience in the maintenance and compilation of computerized financial records and accounts or cash handling; OR
3. Four (4) years of full-time paid experience in the maintenance and compilation of computerized financial records and accounts or cash handling.

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