



NIAGARA COUNTY JOB POSTING

DATE POSTED: 9/9/2024 DEADLINE: 9/22/2024

POSITION TITLE/ #: Clerical I #6013
POSITION CLASS: Competitive - Mandatory eligible list
PAY RATE: \$20.86 - \$23.19/hr WEEKLY HOURS: 35
DEPARTMENT/DIVISION: Mental Health
WORK LOCATION: Niagara Falls Clinic

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: Contingent Permanent

Submit letter of interest and resume to:

NAME: Laura Kelemen, Director

ADDRESS: 5467 Upper Mountain Road

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