



# NIAGARA COUNTY JOB POSTING

DATE POSTED: 09/25/2024

DEADLINE: 10/08/2024

POSITION TITLE/ #: Clerical II #13931

POSITION CLASS: Competitive - Mandatory eligible list

PAY RATE: \$21.51 - \$23.95 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Probation

WORK LOCATION: Lockport, NY

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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: Deborah LaRock, Probation Director

ADDRESS: 111 Main Street, Suite 201, Lockport, NY 14094

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## **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](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

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**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