



NIAGARA COUNTY JOB POSTING

DATE POSTED: 2/10/25 DEADLINE: 2/16/25

POSITION TITLE/ #: Confidential Secretary - County Clerk #10451

POSITION CLASS: Exempt

PAY RATE: \$26.10 - \$32.24 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: County Clerk

WORK LOCATION: Courthouse

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

The incumbent serves as the confidential secretary to the Niagara County Clerk and provides clerical support to the County Clerk's Office. Responsibilities include routine office functions such as scheduling appointments, answering phones, filing, opening and distributing mail, maintaining inventory, purchasing, and maintaining files, etc. When assigned, the incumbent assists with departmental payroll and with the collection of cash and check funds. This is important office support work involving the exercise of independent judgment in planning the details of the work. The incumbent works under direct supervision. Does related work as required

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

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Secretarial Science and three (3) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive secretarial or administrative assistant level; OR
2. Five (5) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive secretarial or administrative assistant level.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:
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.

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