



NIAGARA COUNTY JOB POSTING

DATE POSTED: 3/3/2025 DEADLINE: 3/16/2025

POSITION TITLE/ #: Sr. Court Assistant #13103 (HELP Program)

POSITION CLASS: Non-Competitive

PAY RATE: \$23.95 - \$27.15 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: District Attorney's Office

WORK LOCATION: 1925 Main Street, Niagara Falls, NY 14305

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: Nick Duquette

ADDRESS: Nicholas.duquette@niagaracounty.com

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 highly important work involves responsibility for planning and managing complex clerical activities regarding criminal cases and for independently performing the more critical and complex functions. This position is responsible to the administrative staff and is given great leeway for the exercise of independent judgment in carrying out the details of the work in accordance with general instructions regarding objectives, policies and procedures. Incumbents provide direct supervision to subordinate employees and have supervisory responsibility over the work of the assigned unit. This position is responsible for scheduling of employees and managing the work and court assignments of the unit. Does related work as required.

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)

PROMOTIONAL QUALIFICATIONS:

Candidates must be permanently employed in the competitive class as a Court Assistant in the District Attorney's Office and/or Public Defender's Office for eighteen (18) months immediately preceding the date of examination.

OPEN COMPETITIVE QUALIFICATIONS:

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

1. Graduation with a Bachelor's Degree AND one (1) year of office clerical experience in a legal setting involving criminal cases; OR
2. Graduation with an Associate's Degree in Criminal Justice, Paralegal Studies, or related field AND two (2) years of office clerical experience in a legal setting involving criminal cases; OR
3. Four (4) years of office clerical experience in a legal setting involving criminal cases; OR
4. An equivalent combination of training and experience as defined by the limits above.

NOTE:

1. Office clerical experience involves the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures. *Experience must be in a legal environment involving the maintenance of legal records used in a criminal case;
2. 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