



NIAGARA COUNTY JOB POSTING

DATE POSTED: 3/14/25 DEADLINE: 3/27/25

POSITION TITLE/ #: Fiscal Manager #13835 (HELP PROGRAM PENDING NYSCSC APPROVAL)

POSITION CLASS: Non-Competitive

PAY RATE: \$35.57 - \$41.32 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Public Defender

WORK LOCATION: Lockport, NY

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: Provisional/Permanent – This title will be included in the NYS HELP Program and is pending NYSCSC approval. Information on HELP can be found here: <https://www.niagaracounty.com/employment/#outer-1641>

DESCRIPTION: For a complete job description and minimum requirements please visit: https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

Oversees, coordinates, and has charge of the administrative support, account keeping, and fiscal management functions of a county department. These duties involve responsibility for the performance of moderately complex administrative support tasks, account keeping, budgeting, purchasing, and related fiscal management tasks. The incumbent may also be responsible for managing the office, supervising staff, scheduling, and for assisting in the planning, organization, and direction of the support functions of the department. The work is performed under administrative direction of the department head or designee. Wide leeway is allowed for the use of independent judgment in determining operating methods and procedures in accordance with established laws, rules, regulations, and procedures. Does related work as required.

MINIMUM QUALIFICATIONS: The minimum qualifications can be found here: https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

Three (3) years of permanent competitive status as a Senior Court Assistant in the District Attorney's Office or three (3) years of permanent competitive status as an Administrative Assistant in the Public Defenders Office immediately preceding the date of written examination.

OPEN COMPETITIVE: Candidates must meet one of the following:

1. Graduation with a Bachelor's degree in a business-related field and two (2) years of full-time paid administrative or office management experience which shall have involved maintaining computerized financial and personnel records in a database or spreadsheet application and preparing reports.

One (1) year of qualifying experience must have included supervision and/or responsibility for the direction of an organizational segment; OR

- 2. Graduation with an Associate's degree in a business-related field and four (4) years of full-time paid administrative or office management experience which shall have involved maintaining computerized financial and personnel records in a database or spreadsheet application and preparing reports. One (1) year of qualifying experience must have included supervision and/or responsibility for the direction of an organizational segment.**

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