



# NIAGARA COUNTY JOB POSTING

DATE POSTED: 3/27/2025

DEADLINE: 4/9/2025

POSITION TITLE/ #: COMMUNITY SERVICES AIDE - 3 YR. TERM (POS#9712)

POSITION CLASS: Non-competitive

PAY RATE: \$21.59 - \$24.00 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: CALL CENTER

WORK LOCATION: NCDSS/NIAGARA FALLS

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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: SEND ELECTRONICALLY TO: DEPUTY COMMISSIONER TRICIA LIPPA,  
DIRECTOR STACI HENRY AND DEPUTY DIRECTOR ERIN HOOKS

ADDRESS: TRICIA.LIPPA@NIAGARACOUNTY.GOV,  
STACI.HENRY@NIAGARACOUNTY.GOV; ERIN.HOOKS@NIAGARACOUNTY.GOV

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## **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](https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php)

This position is designed primarily to provide an opportunity for indigent persons including recipients of public assistance to enter into meaningful employment and through training and experience to obtain the job skills necessary to advance in the department or to obtain employment elsewhere. The work is designed to relieve the professional and technical staff of routine but necessary tasks requiring no previous education or experience but which would enrich the services to the client. Does related work as required.

MINIMUM QUALIFICATIONS: None

SPECIAL FEATURES OF THE CLASS: This is a non-competitive position.  
Appointments are to be made for a term not to exceed three (3) years.

**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/>**

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