



NIAGARA COUNTY JOB POSTING

DATE POSTED: 4/7/25 DEADLINE: 4/20/25

POSITION TITLE/ #: **INSURANCE PROGRAM ASSISTANT #13580 (HELP PROGRAM PENDING NYSCSC APPROVAL)**

POSITION CLASS: **Non-Competitive**

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

DEPARTMENT/DIVISION: **Risk Management**

WORK LOCATION: **111 Main Street, Suite 102, Lockport, NY 14094**

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

These duties involve assisting the Director of Risk and Insurance Services and Risk Management Department in technical and clerical duties related to the County's Risk & Insurance Programs which include a combination of self-insured and fully-insured plans including healthcare, workers' compensation, disability, general loss prevention/safety, and property, liability and casualty insurance. The incumbent works under direct supervision. Supervision may be exercised over the Insurance Program Clerk. 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

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 a business related field; or

Graduation from high school or possession of an equivalency diploma and two (2) years of paid experience processing, maintaining, and verifying insurance records or claims in an insurance or law office, healthcare provider's office, or third party administrator for the provision of health or workers' compensation benefits, safety training/compliance or other similar experience related to risk and insurance activities.

NOTE: Verifiable part-time experience will be pro-rated towards meeting the experience requirement.

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