



NIAGARA COUNTY JOB POSTING

DATE POSTED: **5/19/2025**

DEADLINE: **6/30/2025**

POSITION TITLE/ #: **CLERICAL I**

POSITION CLASS: **Competitive - No eligible list**

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

DEPARTMENT/DIVISION: **DEPARTMENT OF SOCIAL SERVICES**

WORK LOCATION: **NCDSS/LOCKPORT & NIAGARA FALLS**

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: **Provisional**

Submit letter of interest and resume to:

NAME: _____

ADDRESS: _____

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: **Provisional**

DESCRIPTION: For a complete job description and minimum requirements please visit:

https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

Performs routine clerical work involving the performance of clerical tasks in accordance with standard procedures and policies. Tasks are performed using modern office software and modern computer equipment and related peripherals. Although detailed instructions are given for new or different assignments and tasks are rather definitely fixed, employees must occasionally exercise independent judgment in completing some tasks. Work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, or by another step in the clerical process. Does related work as required.

MINIMUM QUALIFICATIONS: **Graduation from high school or possession of an equivalency diploma.**

NOTE: The Clerical I eligible list is used to fill Clerical I, Typist, and Clerk positions.

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