



NIAGARA COUNTY JOB POSTING

DATE POSTED: 6/30/25 DEADLINE: 7/13/25

POSITION TITLE/ #: Court Assistant (HELP Program) #13735

POSITION CLASS: Non-Competitive

PAY RATE: \$23.10 - \$25.77 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: District Attorney

WORK LOCATION: 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: Permanent

Submit letter of interest and resume to:

NAME: Nick Duquette

ADDRESS: Nicholas.duquette@niagaracounty.gov

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

The work involves responsibility for documentation of information regarding criminal and/or family court files and the disposition of recorded actions. The incumbent reviews paperwork for court files to determine proper distribution of cases. Court Assistants may be appointed to either the District Attorney's Office or Public Defender's Office so the nature of the files and documents depends on that appointment. General direction is received from administration and higher level staff with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work in accordance with established laws, policies, and procedures. 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

SUGGESTED PROMOTIONAL QUALIFICATIONS: Candidates must have one (1) year of permanent competitive status as a Clerical II or two (2) years as a Clerical I in the District Attorney's Office or Public Defender's Office immediately preceding the date of examination.

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

1. Graduation with a Bachelor's Degree; OR
2. Graduation with an Associate's Degree in Criminal Justice, Paralegal Studies, or related field; OR
3. Two (2) years of paid clerical experience working in the legal field; OR
4. An equivalent combination of training and experience as defined by the limits above.

NOTE:

1. Verifiable part-time experience will be pro-rated;
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