



NIAGARA COUNTY JOB POSTING

DATE POSTED: 7/14/25 DEADLINE: 7/27/25

POSITION TITLE/ #: Account Clerical III #4668 (HELP Program)

POSITION CLASS: Non-Competitive

PAY RATE: \$23.95 - \$27.15/hr WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Mental Health

WORK LOCATION: Lockport

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: Laura Kelemen, Director

ADDRESS: 5467 Upper Mountain Road, Lockport, NY 14094

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

This is difficult account clerical and typing work involving the independent performance and supervision of double-entry account keeping and financial record keeping. The work requires a good understanding of specific law, office rules, procedures and policies pertaining to the incumbent's department. The work requires decision making as to methods to be used and classification of records and accounts. Work is performed under general supervision. Incumbents train lower-level clerical workers and provide general supervision to the same. This position differs from Account Clerical II by the addition of double-entry bookkeeping tasks and the further increased complexity and criticality of duties. 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:

Two (2) years of permanent competitive status in a Niagara County Department as an Account Clerical II, Payroll Clerk, or Tax Clerk OR three (3) years as an Account Clerical I immediately preceding the date of written exam.

OPEN-COMPETITIVE:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid clerical experience involving responsibility for double-entry bookkeeping.

NOTE: Successful completion of coursework in accounting, business administration or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours being equivalent to three months of experience.

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