



NIAGARA COUNTY JOB POSTING

DATE POSTED: 8/5/25 DEADLINE: 8/18/25

POSITION TITLE/ #: Administrative Assistant #13987 (HELP PROGRAM PENDING NYSCSC APPROVAL)

POSITION CLASS: Non-Competitive

PAY RATE: \$30.49 - \$35.40 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Department of Public Health, Nursing

WORK LOCATION: Trott Building, 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: Erica Shamrock, BSN, RN, Director of Nursing Services

ADDRESS: erica.shamrock@niagaracounty.gov

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

The work involves responsibility for performing highly complex duties and administrative support tasks to further the overall work of the department or program assigned by handling the details of the business office management procedures, collecting information and data for administrative studies and determinations and making recommendations of methods for handling a wide variety of administrative problems. Specific tasks vary depending on the functional area and program objectives of the agency to which the employee is assigned. Incumbents typically serve as a personal secretary to a department or division head relieving them of administrative and business detail and resolving day-to-day operational problems; therefore,

confidentiality is essential. The Administrative Assistant position is characterized by substantial contact with agency clients and/or the general public to explain program services, requirements, etc., by managing complex records systems. The incumbent will be responsible for entering and retrieving information from a computer database/spreadsheet and query and generate reports as required to support technical and professional staff involved in a program. This is important office management and liaison work performed under the general supervision of an administrator with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of clerical subordinates. 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

Candidates must meet one of the following:

1. Graduation with a Bachelor's degree in a business-related field and two (2) years of full-time paid clerical, administrative or office management experience which shall have involved maintaining computerized financial records in a database or spreadsheet application and preparing reports. One (1) year of qualifying experience must have included supervision and/or responsibility for the direction of an organizational segment; OR
2. Graduation with an Associate's degree in a business-related field and four (4) years of full-time paid clerical, administrative or office management experience which shall have involved maintaining computerized financial records in a database or spreadsheet application and preparing reports. One (1) year of qualifying experience must have included supervision and/or responsibility for the direction of an organizational segment; OR
3. Graduation from high school or possession of an equivalency diploma and six (6) years of full-time paid clerical, administrative or office management experience which shall have involved maintaining computerized financial records in a database or spreadsheet application and preparing reports. One (1) year of qualifying experience must have included supervision and/or responsibility for the direction of an organizational segment.

NOTE: 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