



NIAGARA COUNTY JOB POSTING

DATE POSTED: 8/11/25 DEADLINE: 8/24/25

POSITION TITLE/ #: Senior Insurance Program Assistant #13278 (HELP PROGRAM PENDING NYSCSC APPROVAL)

POSITION CLASS: Non-Competitive

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

DEPARTMENT/DIVISION: Risk Management

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: Jennifer Pitarresi, Director of Risk Management

ADDRESS: 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

The duties involve providing administrative and financial record-keeping support related to the County's Risk and Insurance Programs that include, but are not limited to, workers compensation, the Niagara County Mutual Self Insurance Plan (MuSIP), health care, property coverage and claims, casualty coverage and claims, and loss prevention. The work requires an understanding of department programs, laws, rules, and regulations to accurately process financial transactions involving large sums of money. The incumbent exercises limited independent judgment and works under the direct supervision of the Risk Program Coordinators and the Director of Risk & Insurance Services. The work does not involve supervisory responsibilities. 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 high school or possession of an equivalency diploma and one of the following:

- 1. Graduation with an Associate's Degree and two (2) years of full-time paid experience in a government or corporate risk management environment, full service insurance agency or brokerage; OR**
- 2. Four (4) years of full-time paid experience in a government or corporate risk management environment, full service insurance agency or brokerage.**

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