



NIAGARA COUNTY JOB POSTING

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

POSITION TITLE/ #: Insurance Program Clerk #9799 (HELP PROGRAM PENDING NYSCSC APPROVAL)

POSITION CLASS: Non-Competitive

PAY RATE: \$22.26 - \$24.79 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 St, 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

Performs moderately difficult and varied clerical tasks in accordance with standard procedures and policies related to the county's risk and insurance programs. The programs include self-insurance, workmen's compensation, health care, and property, liability, and casualty insurance. Although most of this work follows an established routine, its efficient completion requires the application of independent judgment in the application of prescribed procedures and methods to routine cases and a general understanding of specific law, office rules, procedures, terminology and policies. Unusual problems or situations not previously encountered are referred to supervisor before action is taken. The incumbent assumes responsibility for clerical duties only.

Duties requiring technical knowledge are performed by higher level Program Assistants. General supervision is received from the Senior Insurance Program Assistant. 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 a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree; OR

Graduation from high school or possession of an equivalency diploma and one (1) year of full-time paid office clerical experience

NOTE: Clerical experience involves the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures. Stores clerk and cashier experience will not be accepted.

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