



**NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – G2
Lockport, New York 14094**

*Malcolm A Needler
Personnel Officer*

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QUALIFIED INCUMBENT EXAMINATION (QIE)

Updated October 15, 2025

This is a Qualified Incumbent Examination (QIE) for eligible employees in approved HELP Program titles under the jurisdiction of Niagara County Civil Service. In order to qualify, employees must be permanently employed in one of the following HELP Program titles for at least six (6) months. Employees will be added to a QIE eligible list with a score of seventy (70). Seniority and veterans credits are not permitted for a QIE. The QIE is posted on a continuous basis and scores will be interfiled as employees become eligible.

Employees do not need to file an application. Civil Service will automatically add eligible employees to an eligible list.

This examination is administered pursuant to Civil Service Law, sections 17.4 and 57 and the Niagara County Civil Service rules.

Titles approved in the HELP Program as of June 11, 2025 are:

All Civil Divisions

Accountants (HELP Program)
Administrative Assistants (HELP Program)
Assessor's Information Clerk (HELP Program)
Building Maintenance Mechanics (HELP Program)
Code Enforcement Officers (HELP Program)
General Repair Persons II (HELP Program)
Groundskeepers II (HELP Program)
Junior Accountants (HELP Program)
Micro Computer Coordinators (HELP Program)
Payroll Clerks (HELP Program)
Rental Property Compliance Officer (HELP Program)
Senior Account Clerks (HELP Program)
Zoning Officers (HELP Program)

County Service

Account Clericals II (HELP Program)
Account Clericals III (HELP Program)
Account Clericals IV (HELP Program)
Aging Services Specialist (HELP Program)
Assistant Greenskeeper (HELP Program)
Assistant Public Health Engineers (HELP Program)
Behavioral Health Clinical Supervisor (HELP Program)

County Service Continued

Budget Assistant (HELP Program)
Care Services Coordinators, Early Intervention Program (HELP Program)
Case Managers – Mental Health Services (HELP Program)
Case Managers – Senior Services (HELP Program)
Caseworkers (HELP Program)
Chief Tax Clerk (HELP Program)
Cleaning Services Supervisor (HELP Program)
Clericals III (HELP Program)
Communications Technician/Computer Programmer (HELP Program)
Community Mental Health Aides (HELP Program)
Computer Technician II – Health Systems (HELP Program)
Computer Technicians I (HELP Program)
Computer Technicians II (HELP Program)
Confidential Assistant to the Human Resources Director (HELP Program)
Court Assistants (HELP Program)
Crime Analyst (HELP Program)
Crisis Counselors I (HELP Program)
Crisis Counselors I part-time (HELP Program)
Crisis Counselors II (HELP Program)
Crisis Services Phone Aides (HELP Program)
Crisis Services Phone Aides p/t (HELP Program)
Crisis Services Program Manager (HELP Program)
Deputy Director of Information Technology (HELP Program)
Deputy Public Health Director/Director of Health Financial Operations (HELP Program)
Director - Children with Special Needs (HELP Program)
Director of Administration, Programs, & Grants (HELP Program)
Director of Environmental Health (HELP Program)
Director of Nursing Services – Public Health (HELP Program)
Director of Planning & Brownfield Development (HELP Program)
Director of Public Health Planning & Emergency Preparedness (HELP Program)
Document Clerk and Cashiers (HELP Program)
Electronics Technician Wastewater (HELP Program)
Emergency Medical Technician Shift Supervisors (HELP Program)
Employment & Training Assistants (HELP Program)
Employment & Training Counselors (HELP Program)
Environmental Analyst (HELP Program)
Fiscal Administrator – Public Works (HELP Program)
Fiscal Managers (HELP Program)
General Mechanics (HELP Program)
GIS Analyst (HELP Program)
Golf Director (HELP Program)
Insurance Program Assistants (HELP Program)
Insurance Program Clerk (HELP Program)
Junior Civil Engineers (HELP Program)
Lead Automotive Mechanic (HELP Program)
Lead Home Management Worker (HELP Program)
Licensed Clinicians (HELP Program)
Licensed Clinicians p/t (HELP Program)

County Service Continued

Mental Health Outpatient Clinic Program Manager (HELP Program)
Micro Computer Legal Systems Specialist (HELP Program)
Motor Vehicle Representatives (HELP Program)
Paralegals I (HELP Program)
Paralegals II (HELP Program)
Paralegals III (HELP Program)
Principal Insurance Program Assistant (HELP Program)
Principal Public Health Engineer (HELP Program)
Property/Evidence Clerks (HELP Program)
Public Health Sanitarians (HELP Program)
Road Maintenance Supervisors (HELP Program)
Senior Aging Services Aides (HELP Program)
Senior Court Assistants (HELP Program)
Senior Crisis Services Assistants (HELP Program)
Senior Engineering Aides (HELP Program)
Senior Insurance Program Assistants (HELP Program)
Senior Licensed Clinicians (HELP Program)
Senior Personnel Record Clerks (HELP Program)
Senior Social Services Workers (HELP Program)
Sheriff Dispatchers (HELP Program)
Social Services Workers (HELP Program)
Social Work Assistants (HELP Program)
Social Work Specialists (HELP Program)
Staff Social Workers (HELP Program)
Supervising Licensed Clinician (HELP Program)
Supervising Public Health Engineer (HELP Program)
Supervising Social Worker (HELP Program)
Supervisor of Sewer Maintenance (HELP Program)
Tax Clerks (HELP Program)
Tax Map Technicians (HELP Program)
Transportation Coordinator – OFA (HELP Program)

Newfane Library

Library Clerks part-time (HELP Program)

SUNY Niagara

Campus Security Officers (HELP Program)
Principal Account Clerks (HELP Program)
Principal Clerks (HELP Program)
Public Relations Assistants (HELP Program)
Registration & Records Assistant (HELP Program)
Senior Duplicating Machine Operator (HELP Program)
Senior Financial Aid Clerks (HELP Program)

Niagara County Soil & Water District

Invasive Species Technicians (HELP Program)

North Tonawanda, City of

Assistant Building Inspector (HELP Program)

Dispatcher – Public Works (HELP Program)

Senior Water and Wastewater Treatment Plant Mechanic (HELP Program)

Water & Wastewater Treatment Plant Mechanic/Trainees (HELP Program)

Water & Wastewater Treatment Plant Maintenance Supervisor (HELP Program)

North Tonawanda City Schools

Behavior Specialist (HELP Program)

School Service

Audio/Visual Assistants (HELP Program)

Deputy School District Treasurer (HELP Program)

Director of Transportation (HELP Program)

Information/Personnel Coordinator (HELP Program)

Transportation Coordinator (HELP Program)

Town Service

Assessor Trainee (HELP Program)

Building Inspectors (HELP Program)

Court Clerks (HELP Program)

Deputy Building Inspectors (HELP Program)

Geographic Information System (GIS) Coordinator (HELP Program)

Real Property Appraisal Technician (HELP Program)

Recreation and Senior Citizens Coordinator (HELP Program)

Recreation Specialist (HELP Program)

Water & Wastewater Operations & Maintenance Mechanic (HELP Program)