



NIAGARA COUNTY JOB POSTING

DATE POSTED: 11/10/25 DEADLINE: 11/23/25

POSITION TITLE/ #: Account Clerical I #2241

POSITION CLASS: Competitive - Mandatory eligible list

PAY RATE: \$22.93 - \$25.53 (2026 Pay Rates)

WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Mental Health

WORK LOCATION: Trott / 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: Director, Laura Kelemen

ADDRESS: 475 South Transit Street, 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 routine clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. Incumbents do not perform double-entry bookkeeping. The incumbent works under direct supervision on routine assignments, which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, crosschecks or by an immediate supervisor and by other steps in the account-keeping process. This position differs from Account Clerical II by virtue of the limited complexity of the work and lack of supervisory responsibility. Does related work as required.

MINIMUM QUALIFICATIONS: 1. Successful completion of twelve (12) credit hours in accounting, business administration, or closely related field; OR

2. Graduation from high school or possession of an equivalency diploma and one (1) year of paid clerical experience responsible for compiling and maintaining financial accounts and records.

NOTE:

1. Part-time experience will be pro-rated;

2. Credit hours 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