



# NIAGARA COUNTY JOB POSTING

DATE POSTED: 3/5/26 DEADLINE: 3/18/26

POSITION TITLE/ #: Courier - Mail Clerk (Temporary) #14046

POSITION CLASS: Competitive - No eligible list

PAY RATE: \$22.24 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Legislature

WORK LOCATION: 175 Hawley Street, Lockport, NY 14094

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## **POSTINGS OPEN TO THE PUBLIC:**

STATUS FOR PUBLIC CANDIDATES: Temporary

DESCRIPTION: For a complete job description and minimum requirements please visit:

[https://niagaracounty.com/Employment/Job\\_Specs\\_for\\_Civil\\_Service\\_Positions.php](https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php)

The incumbent performs routine tasks of a repetitive nature. Responsibilities include picking up, sorting, and delivering mail, packages, materials, supplies, and active, inactive, or archival records to various departments and agencies throughout the civil division. The incumbent drives department vehicles and when necessary his/her private vehicle to carry out the duties of the position. The work is performed under general supervision in accordance with prescribed practices and procedures. The incumbent exercises independent judgment in certain cases. Does related work as required. Must be able to lift weights in excess of fifty (50) pounds.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and six (6) months of paid clerical experience.

**NOTE: Paid part-time experience will be pro-rated. Completion of six (6) college credit hours in a business related field may be substituted for the experience requirement.**

### **SPECIAL REQUIREMENT:**

**Possession of a valid New York State Motor Vehicle License and availability of a private vehicle in safe working condition to carry out the duties of the position at time of appointment and for the duration of employment.**

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

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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, veteran's 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