



NIAGARA COUNTY JOB POSTING

DATE POSTED: 4/27/26 DEADLINE: 5/10/26

POSITION TITLE/ #: Confidential Secretary - District Attorney #2151

POSITION CLASS: Exempt

PAY RATE: \$28.20 - \$37.41 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: District Attorney

WORK LOCATION: 175 Hawley Street, Lockport, NY 14094

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: Sarah Healey, Fiscal Manager

ADDRESS: 175 Hawley 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

The incumbent serves as the confidential secretary to the District Attorney and provides administrative support to the department. The incumbent assists the District Attorney by performing administrative duties to include scheduling, filing, assisting with meeting preparation and presentations, and responding to calls and correspondence. The incumbent assists with payroll, personnel record keeping, financial record keeping, and other projects as assigned. This is important administrative support and liaison work involving the frequent exercise of independent judgment in planning and coordinating the non-technical activities of the department in accordance with established policies, procedures, rules, and laws. The incumbent works under general direction. Does related work as required.

SUGGESTED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma AND one of the following:

- 1. Graduation with a Bachelor's Degree; OR**
- 2. Graduation with an Associate's Degree and two (2) years of full-time paid clerical experience working in a legal field which shall have involved maintaining computerized records in a database or spreadsheet application and preparing reports; OR**
- 3. Four (4) years of full-time paid experience as described in #2 above.**

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