



NIAGARA COUNTY JOB POSTING

DATE POSTED: 4/27/2026

DEADLINE: 5/10/2026

POSITION TITLE/ #: Senior Personnel Record Clerk #13944

POSITION CLASS: Non-Competitive

PAY RATE: \$29.78 - \$34.75 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Human Resources Department

WORK LOCATION: 111 Main Street - 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: N/A - No titles are eligible for transfer

ADDRESS: _____

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 position is non-competitive and covered under the HELP Program. Information on the HELP Program can be found here:

<https://www.niagaracounty.com/employment/#outer-1641>

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma AND

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in a Business related field AND one (1) year of full-time paid experience in personnel work, including one or more of the following activities: job classification, job evaluation, interviewing, job placement, or specialized personnel clerical work; OR

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 in a Business related field AND three (3) years of full-time paid experience in personnel work, including one or more of the following activities: job classification, job evaluation, interviewing, job placement, or specialized personnel clerical work; OR

Five (5) years of full-time paid experience in personnel work, including one or more of the following activities: job classification, job evaluation, interviewing, job placement, or specialized personnel clerical work.

[https://niagaracounty.com/Employment/Job Specs for Civil Service Positions.php](https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php)

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