



NIAGARA COUNTY JOB POSTING

DATE POSTED: 5/1/25 DEADLINE: 5/7/26

POSITION TITLE/ #: Clerk (Board of Elections) #3518

POSITION CLASS: Unclassified

PAY RATE: \$24.83 - \$28.37 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Board of Elections

WORK LOCATION: 111 Main Street, Suite 100, 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: Lora Allen & Jennifer Sandonato

ADDRESS: 111 Main Street, Suite 100, 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

Works under the supervision of the Election Commissioner, Deputy and Executive Secretary who reviews work for effectiveness and compliance with laws and policy. Performs varied administrative and clerical activities in connection with the Board of Elections. Does related work as required.

MINIMUM QUALIFICATIONS: Must be 18 years of age and a registered voter.

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