



NIAGARA COUNTY JOB POSTING

DATE POSTED: 5/1/26 DEADLINE: 5/14/26

POSITION TITLE/ #: Clerical II #14049 (HELP PROGRAM PENDING NYSCSC APPROVAL)

POSITION CLASS: Non-Competitive

PAY RATE: \$22.93 - \$25.53 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Public Health/Nursing

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: Erica Shamrock, Director of Nursing Services

ADDRESS: erica.shamrock@niagaracounty.gov

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: Temporary/Permanent – This title will be included in the NYS HELP Program and is pending NYSCSC approval. Information on HELP can be found here: <https://www.niagaracounty.com/employment/#outer-1641>

DESCRIPTION: For a complete job description and minimum requirements please visit: https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

MINIMUM QUALIFICATIONS: 1. 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; OR

2. Graduation from high school or possession of a high school equivalency diploma and one (1) year of paid office clerical experience.

NOTE: Part-time experience will be pro-rated. Store clerk or cashier experience is not qualifying experience.

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