



**NIAGARA COUNTY  
CIVIL SERVICE  
111 Main Street – G2  
Lockport, New York 14094**

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Personnel Officer*

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## **QUALIFIED INCUMBENT EXAMINATION (QIE)**

### **Updated June 10, 2026**

This is a Qualified Incumbent Examination (QIE) for eligible employees in approved HELP Program titles under the jurisdiction of Niagara County Civil Service. In order to qualify, employees must be permanently employed in one of the following HELP Program titles for at least six (6) months. Employees will be added to a QIE eligible list with a score of seventy (70). Seniority and veterans credits are not permitted for a QIE. The QIE is posted on a continuous basis and scores will be interfiled as employees become eligible.

**Employees do not need to file an application. Civil Service will automatically add eligible employees to an eligible list.**

This examination is administered pursuant to Civil Service Law, sections 17.4 and 57 and the Niagara County Civil Service rules.

#### **Titles approved in the HELP Program are:**

##### **All Civil Divisions**

Accountants (HELP Program)  
Administrative Assistants (HELP Program)  
Assessor's Information Clerk (HELP Program)  
Assistant Network Administrators (HELP Program)  
Building Maintenance Mechanics (HELP Program)  
Clerks (HELP Program)  
Code Enforcement Officers (HELP Program)  
Computer Network Administrators (HELP Program)  
Computer Programmers (HELP Program)  
General Repair Persons II (HELP Program)  
Groundskeepers II (HELP Program)  
Head Cooks (HELP Program)  
Junior Accountants (HELP Program)  
Library Clerks (HELP Program)  
Micro Computer Coordinators (HELP Program)  
Micro Computer Specialists (HELP Program)  
Ordinance Enforcement Officers (HELP Program)  
Payroll Clerks (HELP Program)  
Personnel Records Clerks (HELP Program)  
Personnel/Payroll Specialists (HELP Program)  
Recreation Directors (HELP Program)  
Rental Property Compliance Officer (HELP Program)  
Senior Account Clerks (HELP Program)

**All Civil Divisions Continued**

Senior Library Clerks (HELP Program)

Senior Typists (HELP Program)

Typists (HELP Program)

Wastewater Treatment Plant Operator/Public Works Maintenance Persons (HELP Program)

Zoning Officers (HELP Program)

**County Service**

Account Clericals II (HELP Program)

Account Clericals III (HELP Program)

Account Clericals IV (HELP Program)

Aging Services Specialist (HELP Program)

Assistant Greenskeeper (HELP Program)

Assistant Public Health Engineers (HELP Program)

Behavioral Health Clinical Supervisor (HELP Program)

Budget Assistant (HELP Program)

Care Services Coordinators, Early Intervention Program (HELP Program)

Case Managers – Mental Health Services (HELP Program)

Case Managers – Senior Services (HELP Program)

Caseworkers (HELP Program)

Chief Tax Clerk (HELP Program)

Cleaning Services Supervisor (HELP Program)

Clericals I (HELP Program)

Clericals II (HELP Program)

Clericals III (HELP Program)

Communications Technician/Computer Programmer (HELP Program)

Community Mental Health Aides (HELP Program)

Computer Technician II – Health Systems (HELP Program)

Computer Technicians I (HELP Program)

Computer Technicians II (HELP Program)

Confidential Assistant to the Human Resources Director (HELP Program)

Court Assistants (HELP Program)

Crime Analyst (HELP Program)

Crisis Counselors I (HELP Program)

Crisis Counselors I part-time (HELP Program)

Crisis Counselors II (HELP Program)

Crisis Services Phone Aides (HELP Program)

Crisis Services Phone Aides p/t (HELP Program)

Crisis Services Program Manager (HELP Program)

Deputy Director of Information Technology (HELP Program)

Deputy Public Health Director/Director of Health Financial Operations (HELP Program)

Director - Children with Special Needs (HELP Program)

Director of Administration, Programs, & Grants (HELP Program)

Director of Environmental Health (HELP Program)

Director of Nursing Services – Public Health (HELP Program)

Director of Planning & Brownfield Development (HELP Program)

Director of Public Health Planning & Emergency Preparedness (HELP Program)

Document Clerk and Cashiers (HELP Program)

Electronics Technician Wastewater (HELP Program)

## **County Service Continued**

Emergency Medical Technician Shift Supervisors (HELP Program)  
Employment & Training Assistants (HELP Program)  
Employment & Training Counselors (HELP Program)  
Environmental Analyst (HELP Program)  
Environmental Management Assistant (HELP Program)  
Executive Director Niagara County Workforce Development Board (HELP Program)  
Fiscal Administrator – Public Works (HELP Program)  
Fiscal Managers (HELP Program)  
General Mechanics (HELP Program)  
GIS Analyst (HELP Program)  
Golf Course Operations Director (HELP Program)  
Golf Director (HELP Program)  
Information Technology Technicians (HELP Program)  
Insurance Program Assistants (HELP Program)  
Insurance Program Clerk (HELP Program)  
Junior Civil Engineers (HELP Program)  
Lead Automotive Mechanic (HELP Program)  
Lead Home Management Worker (HELP Program)  
Licensed Clinicians (HELP Program)  
Licensed Clinicians p/t (HELP Program)  
Mental Health Outpatient Clinic Program Manager (HELP Program)  
Micro Computer Legal Systems Specialist (HELP Program)  
Motor Vehicle Representatives (HELP Program)  
Paralegals I (HELP Program)  
Paralegals II (HELP Program)  
Paralegals III (HELP Program)  
Principal Insurance Program Assistant (HELP Program)  
Principal Public Health Engineer (HELP Program)  
Pro Shop Operator (HELP Program)  
Property/Evidence Clerks (HELP Program)  
Public Health Analysts (HELP Program)  
Public Health Sanitarians (HELP Program)  
Road Maintenance Supervisors (HELP Program)  
Senior Aging Services Aides (HELP Program)  
Senior Caseworkers (HELP Program)  
Senior Court Assistants (HELP Program)  
Senior Crisis Services Assistants (HELP Program)  
Senior Engineering Aides (HELP Program)  
Senior Insurance Program Assistants (HELP Program)  
Senior Licensed Clinicians (HELP Program)  
Senior Personnel Record Clerks (HELP Program)  
Senior Social Services Workers (HELP Program)  
Sheriff Dispatchers (HELP Program)  
Social Services Workers (HELP Program)  
Social Work Assistants (HELP Program)  
Social Work Specialists (HELP Program)  
Staff Social Workers (HELP Program)  
Supervising Licensed Clinician (HELP Program)  
Supervising Public Health Engineer (HELP Program)

**County Service Continued**

Supervising Social Worker (HELP Program)  
Supervisor of Real Property Tax Services (HELP Program)  
Supervisor of Sewer Maintenance (HELP Program)  
Tax Clerks (HELP Program)  
Tax Map Technicians (HELP Program)  
Transportation Coordinator – OFA (HELP Program)

**Newfane Library**

Library Clerks part-time (HELP Program)

**SUNY Niagara**

Campus Security Officers (HELP Program)  
Principal Account Clerks (HELP Program)  
Principal Clerks (HELP Program)  
Public Relations Assistants (HELP Program)  
Registration & Records Assistant (HELP Program)  
Senior Duplicating Machine Operator (HELP Program)  
Senior Financial Aid Clerks (HELP Program)

**Niagara County Soil & Water District**

Invasive Species Technicians (HELP Program)

**North Tonawanda, City of**

Assistant Building Inspector (HELP Program)  
Dispatcher – Public Works (HELP Program)  
Labor Relations/Human Resources Specialist (HELP Program)  
Senior Water and Wastewater Treatment Plant Mechanic (HELP Program)  
Water & Wastewater Treatment Plant Mechanic/Trainees (HELP Program)  
Water & Wastewater Treatment Plant Maintenance Supervisor (HELP Program)  
Youth Program Supervisor (HELP Program)

**North Tonawanda City Schools**

Behavior Specialist (HELP Program)

**School Service**

Audio/Visual Assistants (HELP Program)  
Behavioral Aides (HELP Program)  
Deputy School District Treasurer (HELP Program)  
Director of Transportation (HELP Program)  
Family Support Center Coordinator (HELP Program)  
Information/Personnel Coordinator (HELP Program)  
School Security Officers (HELP Program)  
Transportation Coordinator (HELP Program)

**Town Service**

Assessor/Code Enforcement Officer (HELP Program)

Assessor Trainee (HELP Program)

Building Inspectors (HELP Program)

Court Clerks (HELP Program)

Deputy Building Inspectors (HELP Program)

Geographic Information System (GIS) Coordinator (HELP Program)

Real Property Appraisal Technician (HELP Program)

Recreation and Senior Citizens Coordinator (HELP Program)

Recreation Specialist (HELP Program)

Water & Wastewater Operations & Maintenance Mechanic (HELP Program)