



NIAGARA COUNTY JOB POSTING

DATE POSTED: 7/13/26 DEADLINE: 7/26/26

POSITION TITLE/ #: Clerical II #3990 (HELP Program)

POSITION CLASS: Non-Competitive

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

DEPARTMENT/DIVISION: Public Health – Nursing Division

WORK LOCATION: Trott Access Center

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
erica.shamrock@niagaracounty.gov

ADDRESS: 1001 11th Street, 3rd Floor Nursing, Niagara Falls, NY 14301

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

Performs moderately difficult and varied typing and clerical tasks in accordance with standard procedures and policies. Although most of this work follows an established routine, its efficient completion requires the application of independent judgment in the application of prescribed procedures and methods to routine cases and a general understanding of specific law, office rules, procedures, terminology and policies. Unusual problems or situations not previously encountered are referred to supervisor before action is taken. Depending upon the nature of the assignment, work may be completed under direct or general supervision. Supervision may be exercised over the work of a small number of subordinate clerical workers by assigning and assisting them in the less complex work of the department or section. This position is distinguished from Clerical I in the greater difficulty of tasks and a higher level of responsibility. Does related work as required.

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: The minimum qualifications can be found on the continuous recruitment posting here:

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

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Candidates must be permanently employed in the competitive class in a Clerical I or Typist position for one (1) year immediately preceding the date of exam.

OPEN COMPETITIVE:

- 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