



NIAGARA COUNTY JOB POSTING

DATE POSTED: 7/6/26 DEADLINE: 7/19/26

POSITION TITLE/ #: **Confidential Secretary - Assigned Counsel & Conflict Administrator**
#10433

POSITION CLASS: **Non-competitive**

PAY RATE: **\$28.20 - \$34.91** WEEKLY HOURS: **35**

DEPARTMENT/DIVISION: **Conflicts & Assigned Counsel**

WORK LOCATION: **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: **Mary-Jean Bowman, Esq.**

ADDRESS: **175 Hawley Street, Lockport, New York 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 This position involves assisting the Assigned Counsel and Conflict Administrator in a wide variety of legal, administrative and responsible clerical functions, including a substantial amount of time using a computer and modern office software. The position involves the performance of a variety of tasks requiring the exercise of independent judgment and a general understanding of legal procedures and administrative policies. The work also involves responsibility for assisting Conflict Attorneys with the preparation of legal papers and assisting others in obtaining legal reference material. The incumbent works under the general direction of the Administrator who assigns and

directs work and may be assigned to either Family or Criminal Court. This position requires a very high degree of confidentiality between the incumbent and department personnel due to the sensitive nature of information and activities. Leeway is allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation with a Bachelor's Degree and six (6) months of paid office clerical experience which involved using a personal computer; OR
2. Graduation with an Associate's Degree and two (2) years of paid office clerical experience which involved using a personal computer; OR
3. Four (4) years of paid office clerical experience which involved using a personal computer.

NOTE:

1. Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education;
2. Verifiable part-time experience will be pro-rated.

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