



NIAGARA COUNTY JOB POSTING

DATE POSTED: 8/31/26 DEADLINE: 9/13/26

POSITION TITLE/ #: Confidential Secretary - Treasurer #89

POSITION CLASS: Exempt

PAY RATE: \$26.88 - \$34.59 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Treasurer's Office

WORK LOCATION: 59 Park Avenue, 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

The incumbent serves as the confidential secretary to the department head and provides clerical support to the department/office. Responsibilities include routine office functions such as scheduling appointments, answering phones, filing, opening and distributing mail, maintaining inventory, purchasing, and maintaining files, etc. When assigned, the incumbent assists with departmental payroll and with the collection of cash and check funds. This is important office support work involving the exercise of independent judgment in planning the details of the work. The incumbent works under direct supervision. 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; OR
2. Graduation with an Associate's Degree and two (2) years of full-time paid clerical experience which shall have involved maintaining computerized records in a database or spreadsheet application and preparing reports; OR
3. Four (4) years of full-time paid experience as described in #2 above.

NOTE: 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.

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