NIAGARA COUNTY JOB POSTING

DATE POSTED: **11/16/26** DEADLINE: **11/29/26**

POSITION TITLE/ #: **Clerical II #13842**

POSITION CLASS: **Competitive - Mandatory eligible list**

PAY RATE: **$23.56 - $26.23 (2027 Pay Rates)** WEEKLY HOURS: **35**

DEPARTMENT/DIVISION: **Employment & Training**

WORK LOCATION: **Trott 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: **Donald Jablonski**

ADDRESS: 1001 11th Street, Niagara Falls, NY 14301

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: **N/A - For current employees only**

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

MINIMUM QUALIFICATIONS:

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/

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Niagara County is an Equal Opportunity Employer
Form Revised 4/4/2023