# NIAGARA COUNTY JOB POSTING

DATE POSTED: **11/13/2026** DEADLINE: **11/26/2026**

POSITION TITLE/ #: **CLERICAL I (POS#1185)**

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

PAY RATE: **$22.85 - $25.40 (2027 PAY RATES)** WEEKLY HOURS: **35**

DEPARTMENT/DIVISION: **RECEPTION**

WORK LOCATION: **NCDSS/NIAGARA FALLS**

---

**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: **SEND ELECTRONICALLY TO: DEPUTY COMMISSIONER TRICIA LIPPA, DIRECTOR STACI HENRY AND DEPUTY DIRECTOR ERIN HOOKS**

ADDRESS: TRICIA.LIPPA@NIAGARACOUNTY.GOV; STACI.HENRY@NIAGARACOUNTY.GOV; ERIN.HOOKS@NIAGARACOUNTY.GOV

---

**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/**

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