NIAGARA COUNTY JOB POSTING

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

POSITION TITLE/ #: **ACCOUNT CLERICAL II (HELP PROGRAM) (POS#1208)**

POSITION CLASS: **Non-competitive**

PAY RATE: **$24.44 - $27.27 (2027 PAY RATES)** WEEKLY HOURS: **35**

DEPARTMENT/DIVISION: **ACCOUNTING**

WORK LOCATION: **NCDSS/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: **SEND ELECTRONICALLY TO: DEPUTY COMMISSIONER TRICIA LIPPA, DIRECTOR TRACI TAYLOR AND DEPUTY DIRECTOR TARA SYDOW**

ADDRESS: TRICIA.LIPPA@NIAGARACOUNTY.GOV; TRACI.TAYLOR@NIAGARACOUNTY.GOV; TARA.SYDOW@NIAGARACOUNTY.GOV

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: **Contingent Permanent**

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

This is moderately difficult clerical work involving the independent performance and supervision of financial account and record keeping. The work generally requires a more specialized understanding of specific law, office rules, procedures and policies pertaining to the incumbent's department. The work may require decision making as to the methods to be used and classification of records and accounts. Work is performed under general supervision. Incumbents may supervise and train lower-level clerical workers. This position differs from Account Clerical I by the increased independence of action; the complexity and specialization of duties; his/her level of responsibility for an entire function; and the presence of supervisory responsibility. This position does not require the performance of double-entry bookkeeping. 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

SUGGESTED PROMOTIONAL QUALIFICATIONS:
One (1) year of permanent competitive status in an Account Clerical I position.

OPEN-COMPETITIVE:
Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid clerical experience involving responsibility for compiling and maintaining financial accounts and records.

NOTE: Successful completion of coursework in accounting, business administration or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours being equivalent to three months of 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