NIAGARA COUNTY JOB POSTING

DATE POSTED: **11/27/2026** DEADLINE: **12/10/2026**

POSITION TITLE/ #: **ACCOUNT CLERICAL IV (HELP PROGRAM) (POS#10519)**

POSITION CLASS: **Non-Competitive**

PAY RATE: **$27.92 – $32.29 (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: **Permanent**

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

The work involves responsibility for planning, assigning and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions. Work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work. Difficult technical or policy problems are referred to a supervisor for decision, or review of judgment where recommendations are initiated. This class differs from that of Account Clerical III by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff. 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:
Candidates must be permanently employed in the competitive class and must have served on a permanent basis for two (2) years as an Account Clerical III, Bookkeeper, Senior Account Clerk, Senior Account Clerk Typist, Senior Account Clerk Stenographer, or Audit Clerk OR three (3) years as an Account Clerical II, immediately preceding the date of the written examination.

OPEN-COMPETITIVE:
Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid experience involving the responsibility for maintenance of financial accounts and double-entry bookkeeping.

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