

## **NOTICE OF JOB VACANCY**

TITLE: Principal Clerk

DEPARTMENT: DPW

NUMBER OF VACANCIES: One (1) Provisional

PAY RANGE: Grade 12 \$33,246/yr to \$47,593/yr. (\$18.27/hr to \$26.15/hr)  
(With longevity increments when applicable)

ELIGIBILITY: All City Employees who meet the minimum qualifications and are a Grade 7+

**DISTINGUISHING FEATURES OF THE CLASS:** This is highly important clerical work involving responsibility for the frequent exercise of independent judgement in the planning and managing complex clerical activities and independently performing the more responsible and complex functions. The work is performed in accordance with general instructions regarding objectives, policies and procedures. Difficult technical or policy problems are referred to a superior for decision or review of judgement if recommendations are made. The Principal Clerk performs related work as required.

### **MINIMUM QUALIFICATIONS:**

(A) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree and three (3) years clerical experience;

OR

(B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of clerical experience of which two (2) years shall have involved the performance of difficult and responsible clerical tasks.

**NOTE:** Additional education in business administration or related field beyond an Associate's Degree may be substituted for experience on a year-for-year basis up to two (2) years only. At least one (1) year of appropriate experience is required.

SUBMISSION OF INFORMATION: SEND APPLICATIONS AND RESUMES TO: Human Resources, Room 14  
OR  
[Karen.bush@niagarafallsny.gov](mailto:Karen.bush@niagarafallsny.gov)

**THIS NOTICE WILL BE POSTED FOR A PERIOD OF TEN (10) WORKING DAYS MAY 14<sup>th</sup> 2021-May 28<sup>th</sup> 2021**