



NOTICE OF JOB VACANCY

TITLE: Senior Clerk (1570)

DEPARTMENT: Payroll

NUMBER OF VACANCIES: One (1) Provisional/Open Competitive

PAY RANGE: Grade 10 \$31,727/yr to \$45,556/yr. (\$17.43 to \$25.03/hr)
(With longevity increments when applicable)

ELIGIBILITY: All City Employees and outside applicants who meet the minimum qualifications. City Employees must currently be at a Grade 3

DISTINGUISHING FEATURES OF THE CLASS: This is difficult clerical work involving responsibility for performing a number of varied or unrelated clerical tasks which require the exercise of independent judgment and a general understanding of specific law, office rules, procedures and policies. Incumbents doing rather varied work may receive detailed instructions at the beginning of each new assignment while incumbents responsible for carrying out steps in a prescribed routine may receive only infrequent general instructions. In either case, unusual problems or situations not previously encountered, are referred to supervisors before action is taken. Work of employee is checked by the immediate supervisors or by another step in the clerical process. Direct supervision may be exercised over assigned lower grade employees. The Senior Clerk performs related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of office clerical experience

NOTE: Additional education beyond high school graduation may be substituted for experience on a year-for-year basis up to one (1) year; at least one (1) year of appropriate experience is required.

SEND APPLICATIONS OR RESUMES TO: Human Resources, Room 14 E: Karen.bush@niagarafallsny.gov

THIS NOTICE WILL BE POSTED UNTIL MARCH 5, 2021