

PLEASE POST

Job Posting

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. **Before applying you must read the “*Transfer Guidelines*” document in the Job Postings Folder and also review the job specification located at www.niagaracounty.com.** Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 438-4071.

TITLE: Administrative Assistant

JOB GROUP: X

SALARY: \$22.24-\$26.09

DIVISION: Public Health, Children with Special
Needs

LOCATION: Niagara Falls, NY

STATUS: Permanent

DEADLINE: February 17, 2012

Letter of interest and resume to:

Lisa Chester, Director Children with Special Needs

Trott Access Center

1001-11th Street

Niagara Falls, NY 14301

