

**THE CITY OF LOCKPORT IS CURRENTLY TAKING
APPLICATIONS FOR THE FOLLOWING POSITION:**

DEPUTY CITY CLERK

SALARY RANGE: \$26.72/HR TO \$30.40/HR

The work involves responsibility for the planning and performing of complex clerical activities in the operation of the office of City Clerk, and requires the strictest confidentiality of the incumbent. The incumbent assists the City Clerk in the preparation of required reports and correspondence, maintains various City files and records and responds to various public and governmental inquiries. The work is performed under general supervision with considerable leeway allowed for the exercise of independent judgment. Supervision is exercised over the work of clerical staff

Graduation from high school or possession of a high school equivalency diploma

AND: 1. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration or similar and three (3) years of progressively responsible experience, one (1) year with supervisory experience is desired;

OR: 2. Five (5) years of progressively responsible clerical experience one (1) year of which shall have been in a supervisory capacity.

NYS RETIREMENT AND BENEFITS

DEADLINE FOR APPLICATIONS: FEBRUARY 24, 2023

Inquiries to:

**Department of Civil Service
Mary Pat Filbert, Personnel Director
Municipal Building
One Locks Plaza, Rm M-11
Lockport, NY 14094
716-439-6659**

mpholz@lockportny.gov

Also at:

lockportny.gov under “Current Exams & Job Opportunities”