

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

SENIOR ACCOUNT CLERK

DEPARTMENT: BUILDING INSPECTION

SALARY RANGE: \$20.59/HR--\$24.27/HR

This is moderately difficult clerical work involving the independent performance and supervision of financial account and record keeping. The work may require a general understanding of specific laws, office rules, procedures and policies. The work may require decision-making as to methods to be used and classification of records and accounts. Incumbent may be required to do data entry. Work is performed under general supervision. Incumbents may supervise and train lower level clerical workers. This position differs from Account Clerk by the increased complexity of duties; his/her level of responsibility and the presence of supervisory responsibility.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid clerical experience involving responsibility for maintaining financial accounts and records.

NYS RETIREMENT AND BENEFITS

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”

APPLICATION DEADLINE: September 29, 2023