



**NIAGARA COUNTY**  
**CIVIL SERVICE**  
111 Main Street – Suite G2  
Lockport, New York 14094

*Malcolm A. Needler*  
*Personnel Officer*

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The following policy regarding college transcripts was adopted by the Niagara County Personnel Officer on February 21, 2019:

RESOLVED, official college transcripts will still be required for all positions; and be it further

RESOLVED, official college transcripts can be submitted via three methods; in hardcopy form, via electronic media, or by uploading directly into the Niagara County Human Resources / Civil Service electronic application system (eGov); and be it further

RESOLVED, the Civil Service Office will accept hardcopy opened official college transcripts as long as their authenticity can be verified; and be it further

RESOLVED, hardcopy official college transcripts received in the mail will be scanned and uploaded to the candidate's electronic documents. eGov records the date the document was uploaded automatically. Once staff has confirmed that the document has been uploaded correctly the original will be destroyed; and be it further

RESOLVED, official college transcripts will be accepted electronically as long as the Civil Service Office completes required authentication steps and can verify their authenticity. Once the authentication steps have been completed, the electronic copy of the transcript and authentication documents will be uploaded to eGov and attached to the candidate's electronic documents. eGov records the date the document was uploaded automatically; and be it further

RESOLVED, the eGov online portal will offer applicants the ability to upload college transcripts directly into the application; and be it further


RESOLVED, regardless of the method used, if any submission does not appear to be official or there is any question as to authenticity, the candidate will be required to submit a hard copy official transcript sent directly from the school or submitted in an unopened envelope; and be it further

RESOLVED, transcripts must be on file by the date an eligible list is canvassed or certified and candidates will be restricted from canvass/certification if transcripts are not on file; and be it further

RESOLVED, staff will verify transcripts at time of canvass or certification for every new request for the eligible list; and be it further

RESOLVED, candidates will be canvassed/certified for the next available position after their transcripts are received; and be it further

RESOLVED, certifications will not be revoked or reissued in order to add a candidate whose transcripts were not on file by the date of canvass or certification.

  
Malcolm A. Needler  
Personnel Officer