

**RESOLUTION APPOINTING INFORMATION AIDE IN TOWN
SUPERVISOR'S OFFICE**

RESOLUTION 23-

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The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, to address staffing and training needs of the Town, the Town has need to fill a vacancy in the Town Supervisor's Office, and has selected a candidate to fill such position; so upon due consideration and deliberation by the Town of Lansing Town Board, now therefore be it RESOLVED as follows:

1. Jennifer Schenck is hereby appointed as an Information Aide Town of Lansing Town Supervisor's Office, with the same Town perquisites and benefits as are available to all employees of the Town and to such position.
2. This appointment is a full-time appointment, at 36.5 hours per week.
3. The hourly wage is hereby set and approved at Grade 7, \$33.65 per hour.
4. The probationary period for such appointment is hereby set at 52 weeks.
5. The Town Personnel Officer be and hereby is authorized to make such changes to the Town's employment and civil service rosters and file required civil service forms to place into immediate effect such changes and these resolutions, including by the filing of form MSD 428, if required.