

**RESOLUTION TO APPROVE THE APPOINTMENT OF CLAIRE TEATOR
TO THE POSITION OF ADMINISTRATIVE ASSISTANT – LEVEL 2 IN
THE TOWN CLERK’S OFFICE**

RESOLUTION 26-XX

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

WHEREAS, Elizabeth Parker, Administrative Assistant – Level 2 in the Town Clerk’s Office has resigned her position effective August 13, 2026, thereby leaving a vacancy in the Town Clerk’s Office; and

WHEREAS, the interview committee has determined that Claire Teator possesses the necessary knowledge and skills to satisfactorily perform the duties of the position of Administrative Assistant – Level 2; and

WHEREAS, Deborah Munson, Town Clerk, has recommended that Claire Teator be hired as Administrative Assistant – Level 2 effective Tuesday, September 1, 2026; now, therefore be it

RESOLVED, that the Town Board of the Town of Lansing does hereby approve the appointment as follows:

1. Effective Tuesday, September 1, 2026, Claire Teator is hereby appointed as an Administrative Assistant – Level 2 in the Town Clerk’s Office, with the same Town perquisites and benefits as are available to all employees of the Town and to such position. This position will be in the non-competitive class under the New York Hiring for Emergency Limited Placement Statewide (NY HELPS) program. At such time as the NY HELPS program concludes, these appointments will convert to a competitive classification;
2. This appointment will be full-time at 36.5 hours per week;
3. The hiring wage rate is hereby set and approved at \$26.00 per hour, as listed in the Field Staff Job Classification System “Class BB Step 1”;
4. The probationary period for this appointment is hereby set at 26 weeks with no further action by the Town Board if there is successful completion of the probationary period as determined by the Town Supervisor;
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.