

RESOLUTION CREATING ADMINISTRATIVE ASSISTANT I-III POSITIONS IN THE CIVIL SERVICE POSITION LISTING

RESOLUTION 25-xx

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

WHEREAS, the Town of Lansing established compliance under the New York State Civil Service Agency to qualify employment positions in the Town of Lansing in accordance with Section 22 of Civil Service Laws, Rules and Regulations; and

WHEREAS, by regulation of Civil Service Law the Town must create a position and approve the job description before making an appointment; and

WHEREAS, the Town has determined the need to create administrative positions in line with Tompkins County; now, therefore, be it

RESOLVED, the Town Board of the Town of Lansing does hereby establish the following position in accordance with the applicable New York State and Tompkins County Civil Service rules:

1. The following positions are established and are positions in the competitive class pursuant to Section 44 of the Civil Service Law:
 - (a) (Three) – Administrative Assistant I
 - (b) (Three) – Administrative Assistant II
 - (c) (Three) – Administrative Assistant III

And be it further

RESOLVED, the Town Board does hereby approve the job descriptions for the said positions as created and monitored by Tompkins County Civil Service; and be it further

RESOLVED, the Bookkeeper to the Supervisor shall include said positions in the Town of Lansing's Civil Service Position Listing.