

**RESOLUTION TEMPORARILY CREATING AN ADDITIONAL FULL-TIME
ADMINISTRATIVE ASSISTANT III POSITION IN THE TOWN CLERK OFFICE IN
TOWN CIVIL SERVICE ROSTER**

RESOLUTION 25-XX

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

WHEREAS, pursuant to the Civil Service Law, and in conjunction with the Tompkins County Civil Service Unit and the County Personnel Office, the Town has identified a temporary need for an additional Full-Time Administrative Assistant III in the Town Clerk Office, due to the current Town Clerk's retirement by the end of 2026, and has a qualified job description, a duty list, and job qualification requirements for such position; and

WHEREAS, there is currently one permanent Full-Time Administrative Assistant III position in the Town Clerk Office, and the Town wishes to temporarily add an additional Full-Time Administrative Assistant III position to the roster for training purposes; and

WHEREAS, the Town Clerk is a critical position for the Town's service to the public, being the Records Access Officer, Records Management Officer, Licensing Officer (dog, marriage, hunting/fishing, accessible), Clerk to the Town Board (attend meetings and prepare minutes), collecting water, sewer and tax payments, adhering to state and local laws, meeting strict due dates, and much more; and

WHEREAS, the current Town Clerk has plans to retire by the end of 2026 and this temporary addition of a Full-Time Administrative Assistant III position would ensure proper training and a smooth transition for the Office; the temporary position will be eliminated when the Town Clerk vacancy position is filled, which leaves one Full-Time Administrative Assistant III position; and

WHEREAS, upon due deliberation being had thereupon, the Town Board of the Town of Lansing has hereby

RESOLVED, that the Town Board hereby approves the additional temporary Administrative Assistant III position and civil service roster of the Town of Lansing for the Town Clerk Office; and be it further

RESOLVED, that the appropriate Town officer be and hereby is authorized to make such changes to the Towns' employment and civil service rosters, to file the required Civil Service forms to effect such changes per this Resolution, and to file forms 428s, if required.

The question of the adoption of such proposed Resolution was duly motioned by Councilperson _____, duly seconded by Councilperson _____, and put to a roll call

vote with the following results:

Councilperson Judy Drake –

Councilperson Christine Montague –

Supervisor Ruth Groff –

Councilperson Laurie Hemmings –

Councilperson Joseph Wetmore –

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on October 15, 2025.