

Niagara County Civil Service  
111 Main Street Suite G2, Lockport, New York 14094

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organization unit. Forward two typed copies to this office.

**Section 22: Certification for positions**

Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefor, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission.

Department: \_\_\_\_\_ Number of Positions Requested: \_\_\_\_\_

Address: \_\_\_\_\_

**Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.**

Percent of  
Work Time

(Attach additional sheets if more space is required.)

**Names and titles of persons supervising this position (General direction, General supervision, or Direct Supervision)**

<b>NAME</b>	<b>TITLE</b>	<b>TYPE OF SUPERVISION</b>

**Names and titles of persons supervised by employee in this position**

<b>NAME</b>	<b>TITLE</b>	<b>TYPE OF SUPERVISION</b>

**Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.**

<b>NAME</b>	<b>TITLE</b>	<b>TYPE OF SUPERVISION</b>

**What minimum qualifications do you think should be required for this position?**

**Education:**    **High School**\_\_\_\_\_ **years**  
                  **College**\_\_\_\_\_ **years, with specialization in** \_\_\_\_\_  
                  **Other** \_\_\_\_\_ **years, with specialization in** \_\_\_\_\_

**Experience: (List amount and type)**

**Essential entry-level knowledges, skills and abilities:**

**Essential full-performance knowledges, skills and abilities:**

**Type of license or certificate required:**

**The above statements are accurate and complete.**

<b>Signature</b>	<b>Title</b>	<b>Date</b>

**Certificate of Niagara County Civil Service:**

**In accordance with the provisions of Civil Service Law, Section 22, the Niagara County Personnel Officer certifies that the appropriate civil service title for the position described is**

**Niagara County Personnel Officer**

**Date**