

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created **or any existing position in such service shall be reclassified**, the proposal therefore, including a statement of the duties of the positions, 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.

Jefferson County Department of Human Resources
 Watertown, New York
NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position shall 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 organizational unit.

Forward **one** completed TYPED copy to the Jefferson County Department of Human Resources, Jefferson County Office Building 175 Arsenal St., Watertown, NY 13601

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
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2. 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.

Job Title:

PERCENT OF WORK TIME	Job Duty

3. Names and Title of persons supervising this position (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION
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4. Names and Titles of persons supervised by employee in this position

NAME	TITLE	TYPE OF SUPERVISION
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5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this position

NAME	TITLE	TYPE OF SUPERVISION
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6. 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 knowledge, skills, and abilities:

Type of license or certificate required:

7. The above statements are accurate and complete.

Date:

Title:

Signature:

8. CERTIFICATION OF JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES

In accordance with the provisions of Civil Service Law, Section 22, the Jefferson County Department of Human Resources certifies that the appropriate civil service title for the position described is

Date:

Signature:

9. ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

Creation of described position

Approved

Disapproved

Date:

Signature: