



Essex County Personnel Office

7551 CourtStreet, PO Box 217, Elizabethtown New York 12932

(518) 873-3360

REQUEST TO FILL VACANT POSITION

Department: _____

Position Title: _____

Budget Account Number: _____

Position Grade: _____

Is this position new in your current budget?

Yes

No

Years: _____

Months: _____

How long has the position been vacant?

JUSTIFICATION TO FILL POSITION:

Are sufficient funds available in the department's budget to support this position for the balance of the year?

Yes

No

Amount Available:

\$

DESCRIBE IMPACTS ON OPERATIONS AND SERVICE DELIVERY IF POSITION IS NOT FILLED:

CERTIFICATION BY SIGNATURE THAT THE ABOVE STATEMENTS ARE ACCURATE AND COMPLETE.

Name and Title of Appointing Officer: _____

Signature: _____

NOTE: Appointing Officer must be Department Head, Town Supervisor, Highway Superintendent, Mayor, etc..

Date: _____

THIS SECTION FOR PERSONNEL OFFICE USE ONLY

In accordance with the provisions of Civil Service Law, Section 22 the Essex County Department of Personnel and Civil Service certifies that the appropriate civil service title for this position described is as follows:

Title: _____

Civil Service Class: _____

Job Specification Number: _____

Salary Group or Range: _____

Signature: _____

Date: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY:

Creation of described position:

APPROVED:

DISAPPROVED:

Date: _____

Title: County Manager

Signature: _____