

Office	Citation	Oath Required	Bond Required	Filed Where	Cert. Of Qual.	What's Required for Oath	Misc/ Notation
County Clerk	PO Law §10	Yes	Yes	1. County Clerk's Office 2. State Comptroller PO Law §11	Cert. Of Election	Cert. Of Election & Bond	Must be taken prior to Administering oaths to others. Resigns to Governor
County Treasurer	PO Law §10	Yes	Yes	1. County Clerk's Office 2. State Comptroller PO Law §11	Yes (Cert. Of Oath)	Cert. Of Election & Bond	*Resigns to County Clerk
District Attorney	PO Law §10	Yes	Yes	County Clerk's Office PO Law §11	Yes (Cert. Of Oath)	Cert. Of Election & Bond	*Resigns to Governor
County Sheriff	PO Law §10	Yes	Yes	County Clerk's Office PO Law §11	Yes (Cert. Of Oath)	Cert. Of Election & Bond	*Resigns to Governor
County Coroners	PO Law §10	Yes	Yes	County Clerk's Office PO Law §11	Yes (Cert. Of Oath)	Cert. Of Election & Bond	*Resigns to County Clerk
County Legislators/ Supervisors	PO Law §10	Yes	Yes	**	Yes (Cert. Of Oath)	Cert. Of Election & Bond	Resigns to County Clerk Town Supervisors also Resign to Town Clerk
Appointed Officers Of The Board	PO Law Art. 1 §2 Dec #10 & PO Law §10 Art. 2	Yes	Yes	County Clerk	Yes	Cert. Or Letter Of Appointment & Bond	Resigns to Appointing Body
Termed Officers Of The Board	PO Law Art. 1 §2 Dec #10 & PO Law §10 Art. 2	Yes	Yes	County Clerk	Yes	Cert. Or Letter Of Appointment	Resigns to Appointing Body
Peace Officers & Sheriff Officers	PO Law Art. 2 §10 County Law §402	Yes	Yes	County Clerk	Yes	Letter Or Cert. Of Appointment	Resigns to Appointing Officer
Undersheriff	PO Law Art. 2 §10 County Law §652	Yes	Yes	County Clerk	Yes	Letter Of Appointment PO Law §652	Resigns to Sheriff
Assistant District Attorney	PO Law Art. 2 §10 County Law §702, 828	Yes	Yes	County Clerk	Yes	Letter Of Appointment Co Law 702,828,402 & Bond	Resigns to District Attorney

*Failure to file Oath and Bond within 30 days for Clerk, District Attorney, and Sheriff does not disqualify from position. However, they cannot be paid until office and bond are filed.

**County Legislators file with the County Clerk. County Supervisors file with County Clerk. Town Supervisors who sit on the Board of Supervisors file with Town and County.

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Deputy Treasurer	PO Law §10	Yes	Yes	County Clerk	Yes	Letter Of Appointment & Bond	Resign To Treasurer
Comptroller	PO Law §10	Yes	Yes	County Clerk	Yes	Cert. Of Election & Bond	Resign To County Clerk
Deputy Comptroller	PO Law §10 County Law §76	Yes	Yes	County Clerk	Yes	Letter Of Appointment & Bond	Resign To County Clerk
Probation Officer	PO Law §10 Art. 2 Dec. #3	Yes	Yes	County Clerk	Yes	Letter Of Appointment	
Town Officers In General	Town Law Art. 3 §28	Yes If ***	No	County Clerk ***If Applies	Yes If Filed	Cert. Of Election	Resigns to Town Clerk
Tax Collector	Town Law Art. 3 §35		Yes ****	Town Clerk However bond is filed with County Clerk			
Registrar Of Vital Statistics (Town/Village/County)	PH Art. 41 §4123	Yes	No	County Clerk	Yes	Cert. Of Appointment	
Deputy Registrar Of Vital Statistics (Town/Village/County)	PH Art. 41 §4123	Yes	No	County Clerk	Yes	Cert. Of Appointment	
Assistant Registrar Of Vital Statistics (Town/Village/County)	PH Art. 41 §4123	Yes	No	County Clerk	Yes	Cert. Of Appointment	
Justices (Town/Village/County)	Uniform Justice Court Art. 104	Yes	Yes	County Clerk OCA Municipal Clerk	Yes	Cert. Of Election & Bond	
Court Clerks (Town)	PO Law §10 Art. 2 Dec. #5	Yes	Yes	County Clerk Municipal Clerk	Yes	Letter Of Appointment	
Employees of BOCES	Civil Service Art. 4 Title B §62	Yes	No	County Clerk	Yes	Letter Of Appointment	

***Oath will be required to be filed in the Clerk's Office if officer administered an oath or affidavit that will later require a certificate of official character.

****Undertaking required as per law in a book where judgments are entered upon filing of a settlement undertaking is satisfied.

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Employees Of Public Libraries	Civil Service Art. 4 Title B §62	Yes	No	County Clerk	Yes	Letter Of Appointment	
County Employees	Civil Service Art. 4 Title B §62	Yes	Covered w/ County Bond	County Clerk	Yes	Letter Of Appointment	Laborer's Class Not Included
Board Members BOCES	PO Law §10	Yes	No	County Clerk	Yes	Letter Of Election	
Library Trustees	PO Law §10	Yes	No	County Clerk	Yes	Letter Of Appointment	Public Libraries Only Association Libraries Not Required
Surrogate's Chief Clerk & Deputy Chief Clerk	SCPA §2608	Yes	Yes Provided By OCA	County Clerk	Yes	Letter Of Appointment By Surrogate	
Grand Jury Stenographer	Judiciary Law Art. 10A §323	Yes	No	County Clerk	Yes	Letter Of Appointment By District Attorney	District Attorney Revokes By Letter
Election Commissioner	PO §1C & Election Law §3-210	Yes	Yes	County Clerk	Yes	Cert. Of Appointment	County Clerk Notifies State Board Of Elections
Election Inspectors	Election Law 3-414	Yes	No	Board Of Elections	Yes	Notice & Certificate	We Do Not Get Involved
Commissioner Of Jurors	JUD §505	Yes	No	County Clerk OCA	Yes	Cert. Of Appointment	
Deputy Commissioner Of Jurors	JUD §505	Yes	No	County Clerk OCA	Yes	Cert. Of Appointment	
Assistants & Employees To Commissioner Of Jurors	JUD §505	Yes	No	County Clerk OCA	Yes	Cert. Of Appointment	
Notary	Ex. Law 130-138	Yes	No	County Clerk	State Provides Card	Card	
Commissioner of Deeds	Ex. Law 139	Yes	No	County Clerk	County Provides Card		

Officer	Oath Required	Citation	Filed Where	Bond Required	Can Admin Oath	Resigns To Whom	Oath Perm. Document	Misc/ Notation
Town Supervisor	Yes	PO Law §10 Town Law §25	Town Clerk	Yes	Yes	Town Clerk	Yes	Needs Certificate of Election
Deputy Supervisor	Yes	PO Law §10 Town Law §25	Town Clerk	Yes	Yes	Town Clerk	Yes	Notifies Town Supervisor if resigns Needs letter of Appointment
Town Board Member	Yes	PO Law §10 Town Law §25	Town Clerk	Yes	Yes	Town Clerk	Yes	Needs Certificate of Election
Town Judge	Yes	PO Law §10 Town Law §25 Uni Jud Ct Art 104	OCA County Clerk Town Clerk	No Yes Yes	Yes	Town Clerk	Yes	Needs Certificate of Election
Court Clerk	Yes	PO Law §10 Town Law §25 Art 2 Dec #5	County Clerk Town Clerk	Yes Yes	Yes	Town Clerk	Yes	Notifies Town Judge of Resignation Resignation is also sent to Town Supervisor/Town Board
Town Clerk	Yes	PO Law §10 Town Law §25	County Clerk Town Clerk	Yes Yes	Yes	Town Clerk Town Supervisor recommended	Yes	Needs Certificate of Election
Deputy Town Clerk	Yes	PO Law §10 Town Law §25 Public Health	County Clerk Town Clerk	Yes Yes	Yes	Town Clerk	Yes	Needs Certificate of Election Needs letter of Appointment
Tax Collector	Yes	PO Law §10 Town Law §25	Town Clerk	Yes	Yes	Town Clerk	Yes	Needs Certificate of Election
Deputy Tax Collector	Yes	PO Law §10 Town Law §25	Town Clerk	Yes	Yes	Town Clerk	Yes	Notifies Town Tax Collector of resignation Needs Letter of Appointment
Assessors Elected	Yes	PO Law §10 Town Law §25	Town Clerk	Yes	Yes	Town Clerk	Yes	Needs Certificate of Election
Assessors Appointed	Yes	PO Law §10 Town Law §25	Town Clerk	Yes	Yes	Town Clerk Town Board	Yes	Needs Resolution of Appointment

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Appointed Commissioner Police Commissioner	Yes	PO Law §10	Town Clerk	Not Required	No	Town Clerk	Yes	Needs Town Resolution
Zoning Board	Yes	PO Law §10	Town Clerk	Not Required	No	Town Clerk	Yes	Needs Town Resolution
Board of Appeals	Yes	PO Law §10	Town Clerk	Not Required	No	Town Clerk	Yes	Needs Town Resolution
Board of Assessment Review	Yes	PO Law §10	Town Clerk	Not Required	No	Town Board	Yes	Needs Town Resolution
Trustees for Library	Yes	PO Law §10	County Clerk	Town Bond	No	Town Clerk Town Board	Yes	Needs Town Resolution
Budget Officer	Yes	PO Law §10	Town Clerk	Yes	No	Town Clerk Town Supervisor	Yes	Appointed by Supervisor Needs Letter of Appointment
Confidential Secretary/Bookkeeper	Yes	PO Law §10	Town Clerk	Yes	No	Town Clerk Town Supervisor	Yes	Appointed by Supervisor Needs Letter of Appointment
Town Comptroller	Yes	PO Law §10	Town Clerk	Yes	No	Town Clerk Town Board	Yes	Needs Resolution
Town Manager	Yes	PO Law §10	Town Clerk	Yes	No	Town Clerk Town Board	Yes	Needs Resolution
Political Town/County Committee people	Yes	PO Law §10	Secretary County Political Committee	No	No	Secretary County Political Committee	Yes	Political Party Files Needs Certificate of Election
Town Employee Laborer Class /Exempt	Yes	PO Law §10	Town Clerk	Yes	No	Town Clerk	Yes	Needs Resolution or Copy of Civil Service Appointment form
Notaries Public	Yes	Ex Law 130-138	County Clerk Dept. of State	No No	Yes	Allow 4 yr commission to expire	Yes	
Commissioner of Deeds	Yes	Ex Law 139	County Clerk Dept. of State	No	Yes	Resign to Mayor & County Clerk	Yes	

Officer	Oath Required	Citation	Filed Where	Bond Required	Can Admin Oath	Resigns To Whom	Oath Perm. Document	Misc/ Notation
Head of Board of Assessors	Yes	PO Law §10 Town Law §25	Town Clerk	Yes	Yes	Town Clerk	Yes	Oath is Taken as Assessor & Head Assessor Needs Resolution
Highway Superintendent	Yes	PO Law §10 Town Law §25	Town Clerk	Yes	Yes	Town Clerk	Yes	Needs Certificate Of Election
Deputy Highway Superintendent	Yes	PO Law §10 Town Law §25	Town Clerk	Yes	Yes	Town Clerk Highway Superintendent	Yes	Notifies Highway Superintendent Needs Letter of Appointment
County Supervisor	Yes	PO Law §10 Town Law §25	County Clerk	No	Yes	County Clerk	Yes	Needs Certificate of Election
Election Inspector	Yes	Election Law 3-414	Board of Elections Town Clerk	No No	Yes	Town Clerk	Yes	Needs Letter of Appointment from Board of Elections
Election Custodian	Yes	Election Law 3-414	Board of Elections Town Clerk	No No	Yes	Town Clerk	Yes	Needs Letter of Appointment from Board of Elections
Town Attorney	Yes	PO Law §10 Town Law §25	Town Clerk	Yes	Yes	Town Clerk Town Board	Yes	Needs Resolution
Town Constables	Yes	PO Law §10 Town Law §25	Town Clerk	Yes	Yes	Town Clerk Town Board	Yes	Needs Resolution or Civil Service Appointment Form
Police	Yes	PO Law §10 Town Law §25	Town Clerk	Yes	Yes	Town Clerk Police Chief	Yes	Needs Resolution or Civil Service Appointment Form
Peace Officer	Yes	PO Law §10 Town Law §25	Town Clerk	Yes	Yes	Town Clerk	Yes	Needs Resolution or Civil Service Appointment Form

Officer	Oath Required	Citation	Filed Where	Bond Required	Can Admin Oath	Resigns To Whom	Oath Perm. Document	Misc/ Notation
Town Judge	Yes	PO Law §10 Town Law §25 Uni.Jud Ct art 104	OCA County Clerk Town Clerk	No Yes Yes	Yes	Town Clerk	Yes	Certificate of Election required for oath. Resignation letter sent to OCA, too Town Clerk notifies County Clerk
Court Clerk	Yes	PO Law §10 Town Law §25 Uni.Jud Ct art 104 Art 2 DEC #5	County Clerk Town Clerk	Yes Yes	Yes	Town Clerk Town Judge	Yes	Letter of Appointment Resignation letter sent to Town Judge, too.
Court Stenographer	Yes	Judiciary Law Art 9 §294	Clerk County Court Town Clerk	No	Yes Witnesses	Not Necessary	Yes	Letter of Assignment or Appointment. Oath lasts for Duration of Trial. If permanent appointment to Court, oath lasts until resigns to OCA.
Bailiffs	Yes	PO Law §10	Town Clerk	No	No	Town Clerk	Yes	Bailiff is considered Town employee unless classified as Peace Officer. Appointment letter not required
Constables	Yes	PO Law §10 Co Law §402	Town Clerk	No	No	Town Clerk	Yes	Appointment letter required
Peace Officer	Yes	PO Law §10 Co Law §402	Town Clerk	No	No	Town Clerk	Yes	Appointment letter required
Court Clerk	Yes	Uniform Justice Court Act § 169	County Clerk	Yes	Yes			