



# Essex County Personnel Office

7551 CourtStreet, POBox 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: \_\_\_\_\_

Signature: \_\_\_\_\_