



CLINTON COUNTY DEPARTMENT OF PERSONNEL

137 Margaret Street, Suite 212, Plattsburgh, NY 12901

Personnel Director

Alan Gibson

Phone 565-4676

Fax 565-4679

Email: gibsona@co.clinton.ny.us

CLINTON COUNTY CIVIL SERVICE INFORMATIONAL MEMO #3 (11-08)

TO: All Clinton County Municipal Employers
FROM: Clinton County Department of Personnel
RE: NYS Civil Service Law 55-a
(Employment of persons with disabilities)

NYS Civil Service Law 55-a allows the Clinton County Personnel Director to designate certain entry-level, competitive-class positions, which duties can be performed by disabled persons, as non-competitive class.

The person appointed to the designated position must be certified through Vocational and Educational Services for Individuals with Disabilities (VESID) as disabled and able to perform the duties. Candidates should contact VESID directly to determine disability and eligibility for positions. Please visit the VESID web site at www.vesid.nysed.gov/malone/home.html for contact information.

After certifying a candidate, VESID must submit the certification, a Clinton County Application for Employment, along with documentation to establish minimum qualifications, to the Clinton County Personnel Department. The Personnel Department will review documents to determine education and/or work experience eligibility for the requested titles then notify the candidate by mail of the results.

Candidates should go to the Clinton County Government website, www.clintoncountygov.com, and click on the Personnel Department link to find current vacancies for which they may apply directly to the appointing authority. The Clinton County Personnel Department will notify appointing authorities of eligible 55-a candidates when we issue a Certification of Eligible List for a vacancy.

Appointing authorities have the option of interviewing and/or appointing any of the qualified candidates. Prior to appointment, however, the appointing authority should verify that the Clinton County Personnel Department has an approved application on file. If appointed, a 55-a candidate must serve the normal probationary period as defined in the Civil Service Rules for Clinton County.