

COMPLETED FORM SUBMITTED BY: CITY FINANCE DEPARTMENT
CITY CHAMBERLAIN – RICHARD MARKS

Complete all three sections below before submitting this request.

CERTIFICATION REQUEST FORM

1. Request a Certification.

Issue a Certification of Eligibles with the top candidates.

2. Determine your vacancy, before you submit this request.

Check with the Personnel Department to be sure an active Eligible List exists for the vacant title. Confirm there is a vacancy in your department. If necessary, create a new position, using an MSD-222, New Position Duties Statement.

MANDATORY PREFERRED LIST FIRST - LIST SALARY FOR PREFERRED CANDIDATES: _____
 PROMOTIONAL LIST FIRST BEFORE OPEN COMPETITIVE LIST _____

Signature of Mayor: (required for authorization) TITLE OF VACANCY: _____

Print Name & Title of Requesting Officer DEPARTMENT WITH VACANCY: _____

VACANCY STARTING SALARY: _____

(1 yr. training rate) _____

Date of Request: _____ Date of Vacancy: _____ Salary With HI _____ Salary W/O HI _____

Indicate yearly if permanent full-time. Indicate hourly if temporary or part-time

Last person in position: _____ Number of Vacancies: _____

Reason position became vacant: _____ Do separate request if vacancies have different titles

Indicate residency preference: _____ Do separate request if vacancies have different status

(Preference must already be established with our office.)

3. Determine the appropriate status of your vacancy, before you submit this request.

If the position is vacant due to a promotion, and the incumbent is serving a probationary period, the vacant position cannot be filled permanently until the promoted candidate successfully serves his/her probationary term. The position would be filled on a contingent-permanent basis (if there is an Eligible List) or on a temporary basis (if it is behind another temporary appointment). If the probationary term of the promoted candidate is waived, the vacancy can be filled on a permanent basis.

Status of Vacancy:

Permanent (FT)
 Permanent (PT): _____ If fewer hours than standard full-time workweek, indicate the hours worked per week for this position.

Contingent-Permanent
 Temporary/Duration: _____
If temporary, you must indicate approximate duration.

Website Postings:

Indicate contact & phone number for website posting: _____

55-a (entry level competitive class positions):
 Check this box ONLY if you would like this vacancy posted on our website for qualified 55-a candidates.

Transfers:
 Check this box ONLY if you would like this vacancy posted on our website for transfer candidates.

Action by Personnel Department:
Verified vacancy and accuracy of request

CITY FINANCE RETURNS ORIGINAL TO: Clinton County Personnel Department
Clinton County Government Center
137 Margaret Street, Plattsburgh, NY 12901
Phone Number: 565-4676

Initial _____ Date Approved _____

Check if there is a Preferred List then - Are we using Prom List or OC List