

CLINTON COUNTY DEPARTMENT OF PERSONNEL

**REQUEST FOR ADDITIONAL POSITION(S) IN AN
ALREADY ESTABLISHED ENTRANCE-LEVEL CLASSIFICATION**

Agency: _____

ACTION BY DEPARTMENT HEAD

I affirm that the duties, responsibilities and qualification requirements of the new position(s) requested below conform to the class specification of the attached Civil Service position description for _____ already established by the Clinton County Department of Personnel.

Signature of Department Head: _____ Date: _____

Title of Requested New Position: _____ Number of Positions _____

Temporary indicate length of appointment: _____
 Permanent

For competitive titles only indicate: Full-Time
 Indicate the total hours worked if less than full-time _____

ACTION BY APPOINTING AUTHORITY

Creation of described position(s)

I agree that the duties and responsibilities conform to the attached Civil Service position description and approve the creation of this position(s).

Signature of Appointing Authority: _____ Date: _____

NOTE: Please attach a current Civil Service position description to this form.

ACTION BY CLINTON COUNTY DEPARTMENT OF PERSONNEL

In accordance with the provisions of Civil Service Law, Section 22, the Clinton County Department of Personnel certifies that the appropriate civil service title for the position described is _____, _____ classification.

Signature of Personnel Director: _____ Date: _____

This original document will remain in the Personnel Office, a copy signed by the Personnel Director will be returned to the Agency.