

Civil Service Law: Section 22: certification for new positions. Before any new positions in the service of a civil division shall be created, the proposal therefor, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position. Any such new position shall be created only with the title approved and certified by the Personnel Director.

**CLINTON COUNTY  
DEPARTMENT OF PERSONNEL  
NEW POSITIONS DUTIES STATEMENT**

Department head, or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.  
Forward original to the Department of Personnel.

**1. DEPARTMENT, UNIT OR SECTION - LOCATION OF PERSON**

Full-time     Part-time    Indicate the number of positions you wish to create: \_\_\_\_\_

**PERCENT  
OF  
WORK TIME**

**2. DESCRIPTION OF DUTIES:** Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

(Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

Name	Title	Type of Supervision

4. Names and Titles of Persons Supervised by Employee in this position.

Name	Title	Type of Supervision

5. Names and Titles of Persons doing substantially the same kind of level of work as will be done by the incumbent of this position.

Name	Title	Location of Position

6. What minimum qualifications do you think should be required for this position?

Education: High school \_\_\_\_ years  
 College \_\_\_\_\_ years, with specialization in \_\_\_\_\_  
 Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

Experience: (list amount and type)

Essential knowledge, skills and abilities:

Type of license or certificate required:

The above statements are accurate and complete.

Date: \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_

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 \_\_\_\_\_,

Jurisdictional Class \_\_\_\_\_ Title \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Personnel Director: \_\_\_\_\_

Action by Legislative Body or Other Approving Authority

Circle action below:  
Approved  
Disapproved

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

Return one completed copy to Clinton County Department of Personnel