

## Tioga County Civil Service Rules Appendix

### APPENDIX A – EXEMPT CLASS

#### COUNTY SERVICE

1<sup>st</sup> Assistant County Attorney  
1<sup>st</sup> Assistant District Attorney  
1<sup>st</sup> Assistant Public Defender  
2<sup>nd</sup> Assistant County Attorney  
2<sup>nd</sup> Assistant District Attorney  
2<sup>nd</sup> Assistant Public Defender  
3<sup>rd</sup> Assistant County Attorney  
3<sup>rd</sup> Assistant District Attorney  
3<sup>rd</sup> Assistant Public Defender  
Assistant Public Defender  
Confidential Assistant – Financial Affairs  
Confidential Secretary to the County Manager  
County Attorney  
Deputy Commissioner of Public Works  
Deputy County Treasurer (2)  
Deputy County Treasurer  
Deputy County Clerk  
District Attorney Investigator  
Secretary to Commissioner of Public Works  
Secretary to Commissioner of Social Services  
Secretary to County Attorney  
Secretary to District Attorney  
Secretary to the Public Defender  
Secretary to the Sheriff  
Undersheriff

#### TOWN SERVICE

##### **In All Towns:**

Bookkeeper to Supervisor  
Budget Officer (PT)  
Clerk to the Judge  
Deputy Town Clerk  
Dog Enumerators (Seasonal)  
Town Attorney

##### **Town of Owego:**

Clerk to the Judge (2)  
Deputy Town Clerk (Taxes & Assessments)  
Deputy Town Highway Superintendent  
Secretary to Supervisor  
Secretary to Zoning Board of Appeals

#### VILLAGE SERVICE

##### **In All Villages:**

Acting Police Justice  
Clerk to the Judge  
Village Attorney  
Village Treasurer

##### **Village of Candor:**

Deputy Village Clerk and Treasurer

##### **Village of Newark Valley:**

Deputy Village Clerk and Treasurer

##### **Village of Owego:**

Deputy Village Clerk and Treasurer  
Village Administrator

##### **Village of Waverly:**

Deputy Village Clerk and Treasurer

#### SCHOOL DISTRICT SERVICE

##### **In All School Districts:**

School Attorney  
School Census Taker  
School District Clerk  
School Tax Collector  
School Treasurer  
Secretary to Superintendent

#### SPECIAL DISTRICT

##### **Town of Owego Fire District:**

Secretary/Treasurer

## Tioga County Civil Service Rules Appendix

### APPENDIX B – NON-COMPETITIVE CLASS

#### COUNTY SERVICE

Account Clerk-Typist (PT)  
Assigned Counsel Administrator (PT)  
Assistant Fire Coordinators (PT)  
Case Aides (Seasonal)  
Civil Service Administrator  
Clerical Aides (Seasonal June 1<sup>st</sup>-August 31<sup>st</sup>)  
Clerks (Seasonal)  
Code Enforcement Officer (PT)  
Commissioner of Health and Human Services\*  
Commissioner of Social Services  
Community Service Workers (PT)  
Conservation Aides (Seasonal June 1<sup>st</sup>-August 31<sup>st</sup>)  
Cooks  
County Director of Real Property Tax Services  
County Fire Coordinator (PT)  
County Health Officer/Commissioner Grade II (PT)  
Custodial Aides (Seasonal June 1<sup>st</sup>- August 31<sup>st</sup>)  
Deputy Commissioner of Social Services\*  
Deputy Director of Emergency Preparedness (PT)\*<sup>1</sup>  
Deputy Director of Probation (PT)  
Deputy Sheriffs (PT)  
Director of Community Services\*  
Director of Economic Development and Planning \*  
Director of Emergency Services  
Director of Information Technology and Communication Systems\*  
Heavy Equipment Operator (H.E.O) I  
Heavy Equipment Operator (H.E.O) II  
Heavy Equipment Operator (H.E.O) III  
Heavy Equipment Operator (H.E.O) Site Leaders  
Highway Workers (Seasonal)  
Historian (PT)  
Information Security Officer (PT)\*  
Jail Physician (PT)  
Licensed Practical Nurses  
Maintenance Mechanics  
*Maintenance Men*  
Mechanic Working Supervisors  
Motor Equipment Operator (M.E.O) I  
Motor Equipment Operator (M.E.O) II  
Motor Equipment Operator (M.E.O) III  
Paralegals (PT)  
Personnel Officer  
Probation Assistants (PT)

Psychiatrists (PT)  
Public Health Director\*  
Public Health Director (PT)  
Public Health Engineer (PT)  
Registered Professional Nurses  
Safety Officer (PT)  
Secretary to Economic Development Planning  
Stop D.W.I Coordinator  
Summer Youth Counselors (Seasonal June 1<sup>st</sup>-  
August 31<sup>st</sup>)  
Youth Bureau Director

#### **Department of Fire:**

EMT Instructors (PT)

#### **Public Health:**

Mail Clerks (PT)

#### **Public Works:**

Automotive Mechanic  
Automotive Mechanic II  
Construction Inspectors (Seasonal)  
Heavy Equipment Operators  
Motor Equipment Operators  
Sign Maintenance Worker

#### **Sheriff's Department:**

Court Attendants (PT)  
Deputy Sheriff (PT)

#### **Social Services:**

Attorney (PT)  
Social Welfare Examiners (Seasonal)  
Supervisor of Medical Services (PT)

#### **Veteran's Service Agency:**

Director of Veteran's Service Agency

\*Designation of Policy Influencing/Confidential

Revised: 10/04; 08/07; 06/09; 10/10; 03/18; 12/18;  
03/19, 04/19; 07/19; 02/21

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<sup>1</sup> Annual Salary limitation of \$6,000

# Tioga County Civil Service Rules Appendix

## APPENDIX B – NON-COMPETITIVE CLASS

### TOWN SERVICE

#### **In All Towns:**

Clerks (PT)  
Constables (PT)  
Health Officer (PT)  
Motor Equipment Operators  
Registrar of Vital Statistics (PT)  
Town Historian (PT)

#### **Town of Nichols:**

Library Technician (PT)

#### **Town of Owego:**

Assessor III  
Fire Inspector (PT)  
*Maintenance Men*  
Park Attendant (Seasonal)  
Water Superintendent (PT)

### VILLAGE SERVICE

#### **In All Villages:**

Assessors (PT)  
Health Officer (PT)  
Janitor (PT)  
Motor Equipment Operators  
Registrar of Vital Statistics (PT)  
Typist (Seasonal)  
Typist (PT)

#### **Village of Candor:**

Street and Water Superintendent (PT)

#### **Village of Newark Valley:**

Library Technician (PT)  
Maintainer

#### **Village of Owego:**

Deputy Superintendent of Public Works\*\*  
Housing Code Inspector (PT)  
Manager Swimming Pool (Seasonal)  
Safety Inspector (PT)\*  
Youth Court Assistant (PT)\*

#### **Village of Waverly:**

Assistant Code Inspector (PT)\*  
Cemetery Superintendent (PT)  
Fire Alarm Electrician (PT)  
Fire Chief (PT)  
Fire Inspector (PT)\*  
Municipal Bingo Inspector (PT)  
Street Superintendent\*

### SCHOOL DISTRICT SERVICE

Bakers  
Bus Drivers  
Cashiers (PT)  
Cleaner – Bus Drivers  
Clerk-Typists (PT)  
Cooks  
Cook Managers  
Custodial Workers  
Custodial Workers-Couriers  
Custodial Worker/School Monitors  
Head Bus Drivers  
Interpreter of the Deaf  
Lead Groundskeeper  
Library Clerks (PT)  
Licensed Practical Nurses  
Lifeguards  
Mechanic-Driver  
Mechanic's Helpers  
Mechanic Working Supervisor  
Payroll Clerk-Typists (PT)  
Registered Professional Nurse  
School Chauffeurs  
School Physicians (PT)  
Senior Building Maintenance Mechanics  
Student Workers  
Supervisor of Attendance (PT)  
Teacher Aides  
Watchpersons  
Water Safety Instructors

### SPECIAL DISTRICT

#### **Town of Owego Fire District:**

Fire District Manager

#### **Apalachin Fire District:**

Building & Grounds Maintenance Worker

### ALL CIVIL DIVISIONS WITH A POPULATION UNDER 5,000 ONLY

Code Enforcement Officers (PT)

\*Population under 5,000

\*\*Designation of Policy  
Influencing/Confidential

## Tioga County Civil Service Rules Appendix

### APPENDIX B – NON-COMPETITIVE CLASS

#### **In all Departments and Jurisdictions where they exist:**

Account Clerks (PT)  
Assessor I  
Automotive Mechanics  
Building Inspector (PT)  
Building Maintenance Mechanics  
Caseworkers (PT)  
Clerks (PT)  
Clerk-Typist (PT)  
Dog Control Officers (PT)  
Heavy Equipment Operators  
Heavy Equipment Operators (H.E.O) I  
Heavy Equipment Operators (H.E.O) II  
Heavy Equipment Operators (H.E.O) III  
Parking Meter & School Guards (PT)  
Park Maintenance Assistants  
Park Maintenance Supervisors  
Police Officers (PT)  
Principal Account-Clerk (PT)  
Recreation Attendants (Seasonal)  
Recreation Director (Seasonal)  
Recreation Leaders (Seasonal)  
Recreation Supervisors (Seasonal)  
School Crossing Guards (PT)  
Social Welfare Examiners (PT)  
Stenographers (Seasonal)  
Swimming Instructors (Seasonal)  
Swimming Lifeguards (Seasonal)  
Typists (PT)  
Typist (Seasonal)  
Water Maintenance Assistants  
Water Maintenance Supervisors  
Working Supervisors

Section 55-a designated positions in titles where the incumbent is certified either by the Commission for the Blind and Visually Handicapped in the State Department of Social Services as being physically disabled by blindness or by the Office of Vocational and Educational Services for Individuals with Disabilities, State Education Department as otherwise physically or mentally disabled.

# Tioga County Civil Service Rules Appendix

## **APPENDIX C – LABOR CLASS**

### **COUNTY SERVICE**

#### **In all Departments:**

Cleaners  
Home Health Aides  
Laborers

### **TOWN SERVICE**

#### **In all Towns:**

Cleaners  
Laborers

### **VILLAGE SERVICE**

#### **In all Villages:**

Cleaners  
Laborers

#### **Village of Newark Valley:**

Fire House Caretaker

#### **Village of Owego:**

Sexton (Cemetery)

### **SCHOOL DISTRICT SERVICE**

#### **In all School Districts:**

Cleaners  
Cleaners (Light)  
Food Service Helper  
Groundskeeper  
School Monitors

### **SPECIAL DISTRICTS**

#### **Tioga County Soil & Water Conservation District:**

Laborers

# Tioga County Civil Service Rules Appendix

## **APPENDIX D – UNCLASSIFIED**

### **COUNTY SERVICE**

Budget Officer (PT)  
Children’s Court Judge  
Civil Service Commissioners  
Clerk to Tioga County Legislature  
Commissioner of Public Works  
County Clerk  
County Coroner  
County Judge  
County Manager  
County Sheriff  
County Surrogate  
County Treasurer  
Deputy Clerk to the Tioga County Legislature (2)  
District Attorney  
Members of all Boards and Commissions  
Members of Tioga County Legislature  
All members, officers, and employees of Board of Elections

### **TOWN SERVICE**

#### **In all Towns:**

Assessors  
Election Inspectors  
Justices of the Peace  
Tax Collector  
Town Clerk  
Town Councilmen  
Town Highway Superintendent  
Town Supervisor  
Voting Machine Custodian

### **VILLAGE SERVICE**

#### **In all Villages:**

Assessors (where elected)  
Justices of the Peace  
Mayor  
Members of all Boards and Commissions  
Police Justices  
Trustees  
Village Clerk  
Village Clerk – Treasurer  
Village Machine Custodian

### **SCHOOL DISTRICT SERVICE**

All persons employed in accordance with Section 35(g), (l), and (j) of the Civil Service Law

#### **In all Departments and Jurisdictions where they exist:**

Election Clerks  
Election Inspectors  
Voting Machine Custodian