

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, 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 or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position 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 one typed copy to this Commission.

1. Department Office of Personnel & Safety	Bureau, Division, Unit or Section Personnel & Civil Service	Location of Position 4 th Floor, City Hall
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.		

Job Title: Personnel & Civil Service Assistant

Percent of Work Time	Job Duty
10%	Organization and maintenance of personnel records and roster cards for professional and civil service employees of the City of Binghamton, as well as the civil service records and supporting the civil service administration of all agencies under the jurisdiction of the Binghamton Civil Service Commission
5%	Liaison with the Civil Service Commission, including preparation of agendas, minutes, notes, and responding to inquiries.
10%	Responds to inquiries from employees and administrative staff regarding personnel policies and procedures.
10%	Coordinates candidate application process, as well as hiring processes, including drug screening, physicals, or other evaluations, orientation, and preparation of associated materials.
5%	Performs tasks related to eligibility lists, canvass letters, minimum qualifications review, under the direction of the Civil Service Administrator.
5%	Assist with administration of examinations, including ordering examinations, preparing packets, scheduling, notification, posting and announcements, etc.
5%	Processes and maintains records of employee transactions, such as appointments, transfers, promotions, resignations, etc., and reviews contracts to determine obligations and salaries.
25%	Performs related work as required under the direction of the Civil Service Administrator, including preparing the annual report.
25%	Performs related work as required under the direction of the Director of Personnel & Safety, including assistance with human resources generalist functions such as drug testing, union negotiations, medical leave, and unemployment.
	(see attached job description)
	(Attach additional sheets if more space is needed)

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
(Vacant)	Civil Service Administrator	Direct
Sharon Sorkin	Director of Personnel & Safety	Direct

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
n/a		

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

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>
n/a		

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

Education: High School 4 Years
 College _____ Years, with specialization in _____
 College _____ Years, with specialization in _____

Experience: (list amount and type)

Three years clerical experience in processing personnel transactions or maintaining personnel records; or graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business administration or a closely related field and one year of clerical experience in processing personnel transactions or maintaining personnel records; equivalent education, training, and experience.

Essential knowledges, skills and abilities:

Good knowledge of office terminology and procedures; good knowledge of principles, practices and techniques of personnel administration; working knowledge of interviewing techniques; working knowledge of New York State Civil Service Law and local Municipal Civil Service Commission Rules; ability to communicate effectively both orally and in writing; ability to meet and deal effectively with employees and the public; ability to maintain accurate records and prepare reports; sound judgment; courtesy; tact; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demand of the position.

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 4/21/22 Title: DIR. OF PERSONNEL: SAFETY Signature: 

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the _____ Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: _____

Jurisdictional Classification: _____

Date: _____

Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date:

Signature:

Return One Completed Copy To Civil Service Commission

April 21, 2022

PERSONNEL & CIVIL SERVICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the organization and maintenance of personnel records for professional and civil service employees of the City of Binghamton, as well as the civil service records and supporting the civil service administration of all agencies under the jurisdiction of the Binghamton Civil Service Commission (i.e. City of Binghamton, Binghamton School District and the Binghamton Housing Authority). The Personnel and Civil Service Assistant also serves as liaison with the Civil Service Commission. The work is performed in a confidential capacity and under the general supervision of the Director of Personnel and Civil Service Administrator with leeway permitted for the exercise of independent judgment in carrying out assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES: Administers application process for job applicants; responds to verbal and written inquiries from employees and administrative staff regarding personnel policies and procedures; determines employees salaries through use of contractual provisions; serves as liaison with local Civil Service Commission, reporting personnel changes and assuring compliance with law and rules; preparation under the supervision of the Civil Service Administrator of Civil Service Commission meetings, including scheduling, drafting agendas and related correspondence, meeting minutes, performing secretarial function at meetings; processes and maintains records of employee transactions, such as appointments, transfers, promotions, resignations, etc.; prepares job announcements and advertisements; certifies eligible lists as directed; maintains and updates roster cards and personnel records; assists and provides support to Civil Service Administrator with wide variety of tasks including, preparation of the annual report, letters of appointment, examination records, post-candidate selection processes, reviewing candidate qualifications for eligibility; staffs civil service examinations as scheduled and coordinates with monitors as necessary; compiles personnel and salary information to be used in contract negotiations; compiles information for grievance or disciplinary hearings; prepares related reports and records as required; prepares office and Commission payroll; assists and provides support to Director of Personnel with preparing orientation materials, responding to employee inquiries, human resources generalist functions, drafting forms, correspondence, or other documentation related to medical leave, unemployment, or other agency functions as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology and procedures; good knowledge of principles, practices and techniques of personnel administration; working knowledge of interviewing techniques; working knowledge of New York State Civil Service Law and local Municipal Civil Service Commission Rules; ability to communicate effectively both orally and in writing; ability to meet and deal effectively with employees and the public; ability to maintain accurate records and prepare reports; sound judgment; courtesy; tact; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demand of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business administration or a closely related field and one year of clerical experience in processing personnel transactions or maintaining personnel records; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three years of experience in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Adopted: September 27, 1990

Revised: 3/27/09

Revised: 4/___/2022 (Competitive)

PERSONNEL & CIVIL SERVICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the organization and maintenance of personnel records for professional and civil service employees of the ~~School District~~ City of Binghamton, as well as the civil service records and supporting the civil service administration of all agencies under the jurisdiction of the Binghamton Civil Service Commission (i.e. City of Binghamton, Binghamton School District and the Binghamton Housing Authority). The Personnel and Civil Service Assistant also serves as liaison with the Civil Service Commission. The work is performed in a confidential capacity and under the general supervision of the Director of Personnel and Civil Service Administrator with leeway permitted for the exercise of independent judgment in carrying out assigned duties. ~~Supervision may be exercised over clerical staff.~~ Does related work as required.

TYPICAL WORK ACTIVITIES: Administers application process for job applicants; Responds to verbal and written inquires from employees and administrative staff regarding personnel policies and procedures; Determines employees salaries through use of contractual provisions; Serves as liaison with local Civil Service Commission, reporting personnel changes and assuring compliance with law and rules; preparation under the supervision of the Civil Service Administrator of Civil Service Commission meetings, including scheduling, drafting agendas and related correspondence, meeting minutes, performing secretarial function at meetings; Processes and maintains records of employee transactions, such as appointments, transfers, promotions, resignations, etc.; Prepares job announcements and advertisements; certifies eligible lists as directed; Maintains and updates roster cards and personnel records; assists and provides support to Civil Service Administrator with wide variety of tasks including, preparation of the annual report, letters of appointment, examination records, post-candidate selection processes, reviewing candidate qualifications for eligibility; staffs civil service examinations as scheduled and coordinates with monitors as necessary; Compiles personnel and salary information to be used in contract negotiations; Compiles information for grievance or disciplinary hearings; ~~Represents the School District in New York State Unemployment Insurance hearings;~~ Prepares related reports and records as required; prepares office and Commission payroll; assists and provides support to Director of Personnel with preparing orientation materials, responding to employee inquiries, human resources generalist functions, drafting forms, correspondence, or other documentation related to medical leave, unemployment, or other agency functions as necessary.-

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology and procedures; good knowledge of principles, practices and techniques of personnel administration; working knowledge of interviewing techniques; working knowledge of New York State Civil Service Law and local Municipal Civil Service Commission Rules; Ability to communicate effectively both orally and in writing; ability to meet and deal effectively with employees and the public; ability to maintain accurate records and prepare reports; sound judgment; courtesy; tact; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demand of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business administration or a closely related field and one year of clerical experience in processing personnel transactions or maintaining personnel records; or:
- (b) Graduation from high school or possession of a high school equivalency diploma and three years of experience in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Adopted: September 27, 1990
Revised: 3/27/09

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, 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 or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position 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 one typed copy to this Commission.

1. Department Office of Personnel and Safety	Bureau, Division, Unit or Section Civil Service	Location of Position Office of Personnel & Safety, City Hall 4 th Floor
--	---	---

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.

Job Title: Civil Service Administrator

Percent of Work Time	Job Duty
70%	Provides all agencies under the jurisdiction of the Binghamton Civil Service Commission direction on matters pertaining to the administration of the NYS Civil Service Law and local rules and supervises the day-to-day operations of the Civil Service office in personnel transactions and examination processes, as well as completion of required state reports.
5%	Administration of examinations, including publication and coordination.
5%	Coordinates the post-selection process (psyche and physical exams, state and federal documentation, etc.)
5%	Ensures completion of all tasks related to function of the Civil Service Commission, including meetings, agendas, scheduling, material preparation, and research as necessary.
5%	Performs related Civil Service duties as required.
10%	Performs related Personnel functions as required.
	(see attached job description)
	(Attach additional sheets if more space is needed)

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Commissioners Furner & Fitzgerald	Civil Service Commissioners	General
Sharon Sorokin	Director of Personnel & Safety	General

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
(Vacant)	Personnel & Civil Service Assistant	Direct

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

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>
N/A		

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

Education: High School 4 Years
 College 2 Years, with specialization in political science, public administration, business administration; personnel or human resource administration or the social sciences
 College _____ Years, with specialization in _____

Experience: (list amount and type)

Three years of progressively responsible administrative experience in a governmental or educational agency; or bachelor's degree and one year of responsible administrative experience in a governmental or educational agency; or equivalent training and experience

Essential knowledges, skills and abilities:

Good working knowledge of administrative policies and procedures. Good current PC computer skills. Good knowledge of the operation of municipal government. Good knowledge of the organization, functions and rules of the Binghamton Civil Service Commission. The ability to communicate clearly and decisively with a broad range of individuals including top management staff, employees, union representatives, City Council members and the general public; initiative, tact, courtesy, dependability, neat and professional personal appearance. Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition as necessary to perform the essential functions of the position.

Type of license or certificate required: N/A

7. The above statements are accurate and complete.

Date: 4/21/22 Title: Director of Personnel & Safety Signature: 

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the _____ Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: _____
 Jurisdictional Classification: _____

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date:

Signature:

Return One Completed Copy To Civil Service Commission

April 21, 2022

CIVIL SERVICE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The Civil Service Administrator is an important position which provides all agencies under the jurisdiction of the Binghamton Civil Service Commission (i.e. City of Binghamton, Binghamton School District and the Binghamton Housing Authority) direction and support on matters pertaining to the administration of the NYS Civil Service Law and local rules. This position also directly supervises the day-to-day operations of the Civil Service office in personnel transactions and examination processes. The more technical classification and examination problems are generally referred to NYS Civil Service staff in Albany and the incumbent is responsible for implementing or executing their findings. The work is performed in a confidential capacity and under the general direction of the Binghamton Civil Service Commission and Director of Personnel & Safety and performs related duties as required.

TYPICAL WORK ACTIVITIES: Schedules, publicizes and administers civil service examinations; supervises and coordinates necessary staffing and monitors; maintains examination records, eligible lists, roster cards, personnel files, Commission minutes and a variety of other records; reviews candidates' applications to establish eligibility for appointment and/or for taking competitive examinations as delegated by the Binghamton Civil Service Commission; authorizes subordinate staff to certify eligible lists to appointing officers; prepares letters of appointment and supporting paperwork necessary to appoint candidates to specific positions upon selection by the appointing authority; coordinates the post-selection process of arranging a physical and/or psychological examination where required; assists in the post-selection orientation of new City employees including assuring the timely and thorough completion of certain required paperwork (state and federal tax forms; an I-9 form, beneficiary designation form, NYS retirement registration form, etc.); supervises staff preparation of the agenda and all supporting documentation for presentation at the Binghamton Civil Service Commission meetings; supervises and ensures preparation of meeting minutes by staff; supervises staff scheduling of all necessary meetings, and special meetings, in compliance with Open Meetings Law, or other applicable state requirements; supervises preparation of any state required report or data; examines and certifies payrolls for compliance with City obligations, as well as Civil Service Law, as delegated by the Binghamton Civil Service Commission; receives and answers both verbal and written inquiries from employees, job applicants and the general public regarding information pertaining to Civil Service procedures and the impact of the Civil Service Law and local Civil Service rules on the operations of agencies under the jurisdiction of the Binghamton Civil Service Commission; compiles material and statistics for the annual reports in compliance with Law; serves as a resource to the Mayor (as the appointing authority), department heads and other managerial and supervisory staff on information and direction sought on the administration and application of NYS Civil Service Law and local rules; performs a variety of other tasks as assigned by the Binghamton Civil Service Commission or Director of Personnel & Safety.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good working knowledge of administrative policies and procedures. Good current PC computer skills. Good knowledge of the operation of municipal government. Good knowledge of the organization, functions and rules of the Binghamton Civil Service Commission. The ability to communicate clearly and decisively with a broad range of individuals including top management staff, employees, union representatives, City Council members and the general public; initiative, tact, courtesy, dependability, neat and professional personal appearance. Ability to operate a

personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition as necessary to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's degree in political science, public administration, business administration; personnel or human resource administration or the social sciences and three years of progressively responsible administrative experience in a governmental or educational agency; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and one year of responsible administrative experience in a governmental or educational agency; or
- (c) An equivalent combination of training and experience as described in (a) and (b) above.

Adopted: June 3, 1998

Revised: 3/27/09

Revised: 4/__/2022 (Competitive)

CIVIL SERVICE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The Civil Service Administrator is an important position which provides all agencies under the jurisdiction of the Binghamton Civil Service Commission (i.e. City of Binghamton, Binghamton School District and the Binghamton Housing Authority) direction and support on matters pertaining to the administration of the NYS Civil Service Law and local rules. This position also directly supervises the day-to-day operations of the Civil Service office in personnel transactions and examination processes. The more technical classification and examination problems are generally referred to NYS Civil Service staff in Albany and the incumbent is responsible for implementing or executing their findings. The work is performed in a confidential capacity and under the general direction of the Binghamton Civil Service Commission and Director of Personnel & Safety and performs related duties as required.

TYPICAL WORK ACTIVITIES: Schedules, publicizes and administers civil service examinations; supervises and coordinates necessary staffing and monitors; Maintains examination records, eligible lists, roster cards, personnel files, Commission minutes and a variety of other records; Reviews candidates' applications to establish eligibility for appointment and/or for taking competitive examinations as delegated by the Binghamton Civil Service Commission; Authorizes subordinate staff to certify eligible lists to appointing officers; -Prepares letters of appointment and supporting paperwork necessary to appoint candidates to specific positions upon selection by the appointing authority; -Coordinates the post-selection process of arranging a physical and/or psychological examination where required; -Assists in the post-selection orientation of new City employees including assuring the timely and thorough completion of certain required paperwork (state and federal tax forms; an I-9 form, beneficiary designation form, NYS retirement registration form, etc.); Supervises staff pPreparation ofes the agenda and all supporting documentation for presentation at the Binghamton Civil Service Commission meetings; supervises and ensures preparation of meeting minutes by staff; supervises staff scheduling of all necessary meetings, and special meetings, in compliance with Open Meetings Law, or other applicable state requirements; supervises preparation of any state required report or data; -Examines and certifies payrolls for compliance with Civil Service Law as delegated by the Binghamton Civil Service Commission; -Receives and answers both verbal and written inquiries from employees, job applicants and the general public regarding information pertaining to Civil Service procedures and the impact of the Civil Service Law and local Civil Service rules on the operations of agencies under the jurisdiction -of the Binghamton Civil Service Commission; -Compiles material and statistics for the annual reports in compliance with Law; Serves as a resource to the Mayor (as the appointing authority), department heads and other managerial and supervisory staff on information and direction sought on the administration and application of NYS Civil Service Law and local rules; -Performs a variety of other tasks as assigned by the Binghamton Civil Service Commission or Director of Personnel & Safety.;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good working knowledge of administrative policies and procedures. Good current PC computer skills. Good knowledge of the operation of municipal government. Good knowledge of the organization, functions and rules of the Binghamton Civil Service Commission. The ability to communicate clearly and decisively with a broad range of individuals including top

management staff, employees, union representatives, City Council members and the general public; initiative, tact, courtesy, dependability, neat and professional personal appearance, Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition as necessary to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's degree in political science, public administration, business administration; personnel or human resource administration or the social sciences and three years of progressively responsible administrative experience in a governmental or educational agency; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and one year of responsible administrative experience in a governmental or educational agency; or
- (c) An equivalent combination of training and experience as described in (a) and (b) above.

~~Amended/Adopted:~~ June 3, 1998

Revised: 3/27/09

Revised: 4/ /2022

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, 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 or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position 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 one typed copy to this Commission.

1. Department Office of Corporation Counsel, 5th Floor, City Hall
Bureau, Division, Unit or Section
Location of Position

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.

Job Title: Assistant Corporation Counsel – City Code Enforcement Prosecutor

Percent of Work Time	Job Duty
70%	Investigate, prepare and present in court violations and/or misdemeanor cases under the Binghamton City Code.
10%	Brings related civil actions as may be required, and handles appeals as necessary.
5%	Assist the Corporation Counsel, which may include, rendering legal counsel to the Mayor and/or to the City Council.
5%	Serve as a hearing officer for a variety of issues, including condemnation, water shut offs, billing disputes and union matters.
5%	Responds to telephone calls, correspondence, and inquiries from citizens, agencies, and elected representatives.
5%	Does related work as required.
	(see attached draft job description)
	(Attach additional sheets if more space is needed)

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Brian Seachrist	Corporation Counsel	Direct
(Vacant)	First Assistant Corporation Counsel	Direct

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Olga Ehret	Secretary to Corporation Counsel	General

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

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>
(Vacant)	First Assistant Corporation Counsel	City Hall
Mehtasim Mahfuz	Assistant Corporation Counsel	City Hall

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

Education: High School 12 Years
 College 4 Years, with specialization in _____
 College _____ Years, with specialization in _____

JURIS
DOCTOR

Experience: (list amount and type)

Three years prosecutorial experience, and/or equivalent court/trial experience

Essential knowledges, skills and abilities:

Graduation from regionally accredited law school. Admission to the NYS Bar.


Good knowledge of criminal or municipal law and court proceedings. Ability to interpret and work with the City's Code of Ordinances, New York State and Federal laws and criminal code. Ability to communicate clearly and concisely both orally and in writing. Ability to reason quickly and logically in stressful situations. Ability to analyze and organize effectively. Ability to establish and maintain good interpersonal working relations. Ability to maintain high levels of confidentiality on controversial cases; integrity; excellent judgment; physical condition commensurate with the demands of the position.

Familiarity with the principles and practices of common law and of City, State and Federal laws, especially in fields of Criminal and Municipal Corporation Law; familiarity with of civil court procedures and of the rules of evidence; familiarity with the general workings and activities of municipal government; skill in preparing drafts of legal instructions; ability to analyze and apply legal principles, facts and precedents to legal problems; ability to plan and supervise work of subordinates; ability to speak clearly and effectively; initiative; good independent and professional judgment in carrying out duties; diplomacy; tact; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed.

Type of license or certificate required:

Admission to Practice Law in the State of New York, attorney in good standing.

7. The above statements are accurate and complete.

Date: 4/20/2022 Title: DIA. OF PERSONNEL & SAFETY Signature: 

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the _____ Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: _____

Jurisdictional Classification: _____

Date: _____

Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved

Disapproved

Date: _____

Signature: _____

Return One Completed Copy To Civil Service Commission

April 20, 2022

**ASSISTANT CORPORATION COUNSEL
CITY CODE ENFORCEMENT PROSECUTOR**

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position that manages the prosecution of all violations of the Code of Ordinances of the City of Binghamton and New York State law, as applicable, and where the City has jurisdiction. The work involves responsibility for participating in investigations, preparation and presentation in court of violations and/or misdemeanor cases. This attorney will also lead interdepartmental investigations of unsafe property conditions in violation of City and State laws. The position may also make referrals for criminal prosecution or civil actions to applicable state and federal enforcement agencies. The work is performed under the general supervision of the City's Corporation Counsel and in daily collaboration with the City's Department of Building Construction & Code Enforcement, and any other applicable departments.

The duties of this class are highly professional in nature consisting of assisting the Corporation Counsel and may include, rendering legal counsel to the Mayor and/or to the City Council. The work calls for a great deal of legal expertise as well as independent judgment and discretion. The incumbent may give direct supervision to the clerical staff of the Department if needed. Does related work as required.

TYPICAL WORK ACTIVITIES:

Works with Code Enforcement Officers, Fire Marshal, Police Officers, Animal Control Officer and other City staff to render legal advice, assist in investigations, coordinate activities on particular cases. Works in City Court, or any other appropriate court, to handle violations and misdemeanors, rendering legal advice to, preparing for judicial proceedings and making bail recommendations. Prepares cases for Court, including marshaling and evaluating evidence, statements, photographs, and reports; and by drafting and producing all mandatory disclosures. Prepares cases for trial by responding to motions, preparing for hearings, evaluating case, plea-bargaining and discussing case with Corporation Counsel. Brings related civil actions as may be required. Handles appeals by preparing brief, appendix and trial record, preparing response to defendants brief, arguing appeal in Appellate Division, and seeking permission to Court of Appeals if not a matter of right. Responds to telephone calls from citizens, City departments, and law enforcement agencies. Handles enforcement of code provisions relating to fire damages and/or dangerous structures. May be appointed to serve as a hearing officer for a variety of issues, including condemnation, water shut offs, billing disputes and union matters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of criminal or municipal law and court proceedings. Ability to interpret and work with the City's Code of Ordinances, New York State and Federal laws and criminal code. Ability to communicate clearly and concisely both orally and in writing. Ability to reason quickly and logically in stressful situations. Ability to analyze and organize effectively. Ability

to establish and maintain good interpersonal working relations. Ability to maintain high levels of confidentiality on controversial cases; integrity; excellent judgment; physical condition commensurate with the demands of the position.

Familiarity with the principles and practices of common law and of City, State and Federal laws, especially in fields of Criminal and Municipal Corporation Law; familiarity with of civil court procedures and of the rules of evidence; familiarity with the general workings and activities of municipal government; skill in preparing drafts of legal instructions; ability to analyze and apply legal principles, facts and precedents to legal problems; ability to plan and supervise work of subordinates; ability to speak clearly and effectively; initiative; good independent and professional judgment in carrying out duties; diplomacy; tact; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed.

MINIMUM QUALIFICATIONS:

Possession of a law degree from a regionally accredited law school

- (a) Admission to the Bar in New York State.
- (b) A minimum of three (3) of prosecutorial, or comparable court experience

Adopted: 4/____/2022 (Competitive)

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, 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 or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position 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 one typed copy to this Commission.

1. Department	Bureau, Division, Unit or Section	Location of Position
Treasurer's Office		Treasurer's Office

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.

Job Title: City Treasurer

Percent of Work Time	Job Duty
60%	• Directs and oversees the Water / Sewer Billing, Collection and Enforcement procedures
5%	• Directs and oversees the Parking Ticket Collections process
10%	• Directs and oversees the Parking kiosk Collections process and maintenance/service
15%	• Oversees collections of water and sewer bills, parking tickets, property maintenance bills, garbage bag violations, avoidable alarms, NSF's, and miscellaneous deposits from departments
5%	• Prepares and/or approves daily Treasurer's Reports and deposits
1%	• Tracks and receives PILOT (payment in lieu of taxes) agreement income
4%	• Develops departmental policies and procedures as needed
	(Attach additional sheets if more space is needed)

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Chuck Shager	Comptroller	General
Jared Kraham	Mayor	Administrative

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

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Tiffany Rynearson	Principal Clerk	Direct
Kathy Coffey	Account Clerk II	Direct
MaryGrace Ryder	Account Clerk II	Direct

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

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>

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

Education: High School _____ Years
 College 2 Years, with specialization in Accounting, Public Administration or Business Administration
 College _____ Years, with specialization in _____

Experience: (list amount and type)

5 years of experience in financial billing, accounts receivable or auditing & 1 yr supv pos.

Essential knowledge, skills and abilities:

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 4/20/22 Title: DIR. OF PERSONNEL & SAFETY Signature: 

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the Binghamton Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: _____
 Jurisdictional Classification: _____

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: _____ Signature: _____

CITY TREASURER

DISTINGUISHING FEATURES OF THE POSITION:

The incumbent of this class is responsible for the City's Treasury. Work involves the independent maintaining of record and accounts in accordance with prescribed procedures and methods, the balancing of accounts, the disbursement of City funds. Supervision is exercised over a staff of clerical employees.

TYPICAL WORK ACTIVITIES:

- Supervises and trains staff of three clerical employees
- Directs and oversees the Water / Sewer Billing, Collection and Enforcement procedures
 - including posting of meter readings, the pre-bill edit and audit processes, and review of the water/sewer account total differences
 - runs the billing calculation process and the validation of multiple accounting and audit reports
 - oversees the printing and mailing of water/sewer bills
 - schedules and oversees printing of delinquent notices, adds late fees to accounts
 - coordinates and runs the shutoff process
 - prepares listing of unpaid accounts for additional collection process
- Directs and oversees the Parking Ticket Collections process
- Directs and oversees the Parking kiosk Collections process
- Oversees collections of water and sewer bills, parking tickets, property maintenance bills, garbage bag violations, avoidable alarms, NSF's, and miscellaneous deposits from departments
- Prepares and/or approves daily Treasurer's Reports and prepares deposits
- Reconciles credit card and e-check payments
- Oversees and balances petty cash drawer
- Tracks and receives PILOT (payment in lieu of taxes) agreement income
- Develops departmental policies and procedures as needed
- Oversees record maintenance and filing systems
- Answers correspondence and inquiries
- Prepares annual department budget

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- High attention detail when it comes to accuracy of numbers and data management
- Knowledge of accounting and financial principles and regular practices
- Knowledge of reporting procedures for accounting and finance
- Knowledge of supervisory principles and practices
- Ability to manage staff
- Skill in organizing work to ensure data integrity, data location, and to ensure financial reporting is accurate
- Ability to meet time sensitive billing cycle schedules and deadlines
- Ability to track work, monitor progress, and maintain timely actions
- Ability to check and review the work of others to ensure accuracy of work produced
- Ability to communicate verbally and in writing with diverse groups of people including co-workers, direct reports, managers, personnel from other city departments, vendors, contractors, customers, city residents and representatives from other government agencies

- Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed;
- Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) graduation from a recognized college with an Associate's Degree in Accounting, Public or Business Administration or allied field, five years of experience in financial billing, accounts receivable or auditing; and one year experience in supervisory position, or
- (b) eight years of such equivalent combination of training and experience sufficient to indicate ability to do the work.

October 23, 2007

Revised: 3/27/2009

Revised: 1/6/10

Revised: 03/30/2022