APPENDICES TO RULES

(REPLACING APPENDICES NOW APPEARING IN RULES ISSUED MAY 29, 1996

APPROVED BY STATE CIVIL SERVICE COMMISSION

AMENDED TO MAY 17, 2004

ISSUED BY
JOHN W. GREENAN
COMMISSIONER OF PERSONNEL
COUNTY OF ERIE
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APPENDIX A  
EXEMPT POSITIONS  
ERIE COUNTY SERVICE  

Positions under the following titles. Not more than one appointment shall be made unless a different number is specified.

**COUNTY EXECUTIVE**

Administrative Assistant-County Executive (Budget) (2)
Deputy County Executive
Director-Center for Cooperative Economic Growth
Director of Budget and Management
Director of Information and Support Services
Executive Assistant-County Executive (Budget)
Junior Administrative Consultant (County Executive) (3)
Junior Secretary (County Executive)
Position Control Clerk (County Executive)
Purchasing Director
Secretarial Assistant-County Executive (2)
Secretary, County Executive
Secretary-Deputy County Executive
Secretary-Director of Budget and Management
Secretary, Director of Information and Support Services
Senior Budget Consultant
Senior Executive Assistant-County Executive (5)

**COMPTROLLER**

Associate Deputy Comptroller (3)
Deputy Comptroller (2)
Secretary, Comptroller

**CORRECTIONAL FACILITY**

Chaplain (4)
Deputy Superintendent, Correctional Facility
Secretary, Superintendent of Correctional Facility
Superintendent, Correctional Facility

**COUNTY CLERK**

Administrative Secretarial Assistant (County Clerk)
Assistant Deputy County Clerk/Administration
Cashier (Registrar)
Deputy County Clerk (Auto Bureau)
Deputy County Clerk (Finance)
Deputy County Clerk-Legal
First Deputy County Clerk
Pistol Permit Supervisor
Second Deputy County Clerk (Auto Bureau)
COUNTY LEGISLATURE
Constituent Service Liaison

COUNTY MEDICAL CENTER
Chaplain (3)
Chief Financial Officer-ECMC
Chief Operating Officer-ECMC
Medical Record Trainees (PT)
Occupational Therapy Students (PT)
Secretary to Board of Managers (ECMC)
Student Anesthetists
Student Medical Technicians
Student Nurses
Student X-Ray Technician

DISTRICT ATTORNEY
Assistant Chief of Appeals Bureau
Assistant Chief of City Court Bureau
Assistant Chief of Comprehensive Assault, Abuse and Rape Unit
Assistant Chief of Felony Narcotics Bureau
Assistant Chief of Grand Jury Bureau
Assistant Chief of Justices Court Bureau
Assistant Chief of Major Offense Prosecution Bureau
Assistant Chief of Operations, Training and Planning
Assistant Chief of Special Investigation Prosecution Bureau
Assistant Chief of White Collar Crime Unit
Assistant Confidential Secretary-District Attorney
Assistant District Attorney I (6)
Assistant District Attorney II (29)
Assistant District Attorney III (25)
Assistant District Attorney IV (21)
Assistant District Attorney V (17)
Assistant District Attorney VI (9)
Assistant District Attorney VII (3)
Chief of City Court Bureau

DISTRICT ATTORNEY
Chief of Justice's Court Bureau
Chief of Operations, Training and Planning
Chief of a PROMIS Bureau
Confidential Aide (District Attorney)
Confidential Clerk (DA)
Confidential Secretary-District Attorney
Criminal Law Associate (4)
Deputy District Attorney-Capital Punishment Specialist
Deputy District Attorney-Prosecution
DISTRICT ATTORNEY (continued)
Deputy District Attorney-Solicitor
Deputy District Attorney-Special Council to District Attorney
Deputy for Administration (District Attorney)
Executive Assistant-Second Deputy District Attorney
First Deputy District Attorney
Junior Assistant District Attorney (2)
Law Student Assistants (PT)
Reader Aide Trainee (DA)
Senior Chief Comprehensive Assault, Abuse & Rape Bureau
Senior Chief of Felony Narcotics Bureau
Senior Chief of Grand Jury Bureau
Senior Chief of Major Offense Prosecution Bureau
Senior Chief of Major Violent Offense Bureau
Senior Chief of Special Investigation Prosecution Bureau
Senior Chief of Superior Court Bureau
Senior Chief of Target Crime Initiative Bureau

EMERGENCY SERVICES
Commissioner of Emergency Services

ENVIRONMENT AND PLANNING
Deputy Commissioner of Environmental Control
Deputy Commissioner-Sewerage Management
Deputy Commissioner of Planning and Economic Development
Secretary, Commissioner of Environment and Planning

ERIE COMMUNITY COLLEGE
Secretary to President

ERIE COUNTY WATER AUTHORITY
Associate Attorney (3)
Attorney
Comptroller
Executive Director
Executive Engineer
Secretary to Water Authority

ERIE & NIAGARA COUNTIES REGIONAL PLANNING BOARD
Planning Interns (PT)
Student Interns (PT)

FINANCE
Deputy Commissioner of Finance
Deputy Commissioner-Real Property Tax
Secretary, Commissioner of Finance
Senior Cashier
HEALTH
Deputy Commissioner, Environmental Health
Deputy Commissioner of Health
Executive Assistant
First Deputy Commissioner-Health
Secretary, Commissioner of Health

HOLDING CENTER
Assistant Superintendent-Holding Center
Chaplain (3)
First Assistant Superintendent Holding Center
Superintendent-Holding Center

COUNTY HOME
Chaplain (2)
Deputy Commissioner of Finance Erie County Home
Secretary, Commissioner of Erie County Home (per SCSC approval 7.19.16)

LAW
Assistant County Attorney (25)
Confidential Investigator (5)
Executive Administrative Secretary-Law
First Assistant County Attorney
First Assistant County Attorney-Intergovernmental Litigation
Law Student Assistants (PT)
Second Assistant County Attorney
Second Assistant County Attorney (Labor Relations)

PARKS AND RECREATION
County Forester
Deputy Commissioner of Parks

PARKS AND RECREATION
Deputy Commissioner of Recreation
Secretary, Commissioner of Parks and Recreation
Special Aide-Commissioner of Parks and Recreation

PERSONNEL
Secretary to Commissioner of Personnel

PROBATION
Assistant Attorney-Probation
Secretary, Director of Probation

PUBLIC WORKS
Secretary to Commissioner of Public Works
SENIOR SERVICES
Secretary Commissioner of Senior Services

SHERIFF
Court Attendants (Sheriff)
Court Officers (Sheriff)
Secretary, Sheriff
Senior Executive Assistant (Sheriff)
Undersheriff

VETERANS SERVICE OFFICE
Assistant Service Officer (2)
First Deputy Service Officer
Second Deputy Service Officer

YOUTH SERVICES
Commissioner of Youth Services and Detention
Secretary, Commissioner of Youth Services
APPENDIX A

EXEMPT POSITIONS

TOWN SERVICE

One position under any of the following titles in all Towns:

Deputy Superintendent of Highways
Deputy Supervisor
Deputy Town Attorney
Director of Community Development
Registrar of Vital Statistics (PT)
Town Attorney
Town Budget Officer
Town Historian (PT)
Town Prosecutor (PT)

Positions under the following titles in Towns shown. Not more than one appointment shall be made unless a different number is specified.

TOWN OF ALDEN

Clerk to Town Justice
Clerk to Town Justice (PT)
Deputy Town Clerk
Secretary to Planning Board
Secretary to Supervisor

TOWN OF AMHERST

Assistant to Town Supervisor
Clerk to Town Justice (2)
Deputy Receiver of Taxes and Assessments
Deputy Town Attorney (4)
Deputy Town Clerk
Director of Finance
Elections Inspector (350)
Secretary to Supervisor

TOWN OF AURORA

Assistant to Town Supervisor
Clerk to Town Justice
Deputy Receiver of Taxes
TOWN OF AURORA

Deputy Town Clerk (2)
Secretary to Supervisor
Secretary to Zoning and Planning Boards

TOWN OF BOSTON

Assistant to Town Supervisor
Bookkeeper to Supervisor
Clerk to Town Justice
Deputy Town Clerk
Secretary to Planning and Board of Appeals (PT)

TOWN OF BRANT

Clerk to Town Justice (PT) (2)
Deputy Town Clerk
Secretary to Town Supervisor (PT)

TOWN OF CHEEKTOWAGA

Assistant to the Town Supervisor
Clerk of Justice Court
Clerk to Town Justice (2)
Deputy Receiver of Taxes
Deputy Town Attorney (4)
Deputy Town Clerk (2)
Director of Administration and Finance
Secretary to Supervisor

TOWN OF CLARENCE

Clerk to Town Justice (2)
Deputy Receiver of Taxes and Assessments (2)
Deputy Town Clerk
Director of Administration and Finance
Secretary to Supervisor
Secretary to Zoning and Planning Board

TOWN OF COLDEN

Assistant to Town Supervisor
Clerk to Town Justice
Deputy Town Clerk
Secretary to Supervisor
TOWN OF COLLINS
Clerk to Town Justice (2)
Deputy Town Clerk

TOWN OF CONCORD
Bookkeeper to Supervisor
Clerk to Town Justice (PT) (2)
Deputy Town Clerk
Secretary to Planning Board (PT)

TOWN OF EDEN
Clerk to Town Justice
Clerk to Town Justice (PT)
Deputy Town Clerk
Secretary to Supervisor
Secretary to Zoning Board of Appeals (PT)

TOWN OF ELMA
Clerk to Town Justice (2)
Deputy Receiver of Taxes and Assessments
Deputy Town Attorney (2)
Deputy Town Clerk
Secretary to Supervisor
Secretary to Zoning and Planning Board (PT)

TOWN OF EVANS
Clerk to Town Justice (2)
Deputy Receiver of Taxes and Assessments
Deputy Town Clerk
Director of Finance
Secretary to Planning Board
Secretary to Plumbing Board (PT)
Secretary to Supervisor
Secretary to Zoning Board of Appeals (PT)
Town Comptroller
Town Prosecutor (PT) (2)

TOWN OF GRAND ISLAND
Assistant to Town Supervisor
Clerk of Justice Court
TOWN OF GRAND ISLAND

Clerk to Town Justice (2)
Deputy Receiver of Taxes and Assessments
Deputy Receiver of Taxes and Assessments (PT)
Deputy Town Clerk (3)
Secretary to Supervisor

TOWN OF HAMBURG

Attorney, Town Planning Board (PT)
Attorney-Zoning Board of Appeals (PT)
Clerk of Justice Court
Clerk to Town Justice (2)
Deputy Receiver of Taxes and Assessments (2)
Deputy Town Attorney (2)
Deputy Town Clerk (2)
Director of Administration and Finance
Director of Economic Development
Secretary to Supervisor

TOWN OF HOLLAND

Bookkeeper to Supervisor
Deputy Town Clerk (PT) (2)

TOWN OF LANCASTER

Assistant to Town Supervisor
Clerk to Town Justice (2)
Clerk to Zoning Board (PT)
Deputy Receiver of Taxes (2)
Deputy Town Clerk (2)
Deputy Town Prosecutor (PT)
Director of Administration and Finance
Secretary to Supervisor

TOWN OF MARILLA

Bookkeeper to Supervisor (PT)
Deputy Town Clerk

TOWN OF NEWSTEAD

Clerk to Board of Assessors (PT)
Clerk to Town Justice (PT) (2)
TOWN OF NEWSTEAD
Deputy Town Clerk (2)
Secretary to Supervisor
Town Prosecutor (PT) (2)

TOWN OF NORTH COLLINS
Bookkeeper to Supervisor
Clerk to Town Justice (PT)

TOWN OF ORCHARD PARK
Clerk to Town Justice (2)
Deputy Receiver of Taxes and Assessments
Deputy Town Clerk (2)
Secretary to Supervisor

TOWN OF SARDINA
Clerk to Town Justice (PT) (2)
Deputy Town Clerk
Deputy Town Clerk (PT)
Secretary to Supervisor

TOWN OF TONAWANDA
Assistant to Town Supervisor
Clerk of Justice Court
Deputy Receiver of Taxes
Deputy Town Attorney (4)
Deputy Town Clerk (2)
Law Student Assistant (PT)
Secretary to Supervisor
Town Comptroller

TOWN OF WALES
Bookkeeper to Supervisor
Clerk to Town Justice
Deputy Town Clerk (PT) (2)
Secretary to Planning Board

TOWN OF WEST SENECA
Bookkeeper to Supervisor
TOWN OF WEST SENECA

Clerk to Town Justice (2)
Deputy Receiver of Taxes
Deputy Registrar of Vital Statistics (PT)
Deputy Town Attorney (PT)
Deputy Town Clerk
Secretary to Planning Board
Secretary to Supervisor
Secretary to Zoning Board of Appeals
Town Comptroller
APPENDIX A

EXEMPT POSITIONS

VILLAGE SERVICE

One position under any of the following titles in all Villages:

Clerk to Village Justice
Director of Community Development
Fire Chief (PT)
Registrar of Vital Statistics (PT)
Village Attorney
Village Treasurer

Positions under the following titles in Villages shown. Not more than one appointment shall be made unless a different number is specified.

VILLAGE OF AKRON

Deputy Village Attorney
Deputy Village Clerk and Treasurer
Second Deputy Village Clerk
Secretary to Mayor

VILLAGE OF ALDEN

Deputy Village Attorney (PT)
Deputy Village Clerk and Treasurer

VILLAGE OF ANGOLA

Deputy Village Clerk

VILLAGE OF BLASDELL

Deputy Village Attorney
Deputy Village Clerk and Treasurer
Village Administrator
Secretary to Mayor

VILLAGE OF DEPEW

Clerk of Justice Court
Clerk to Village Justice (PT)
VILLAGE OF DEPEW
- Deputy Village Clerk
- Secretary to Mayor
- Village Administrator
- Village Assessor
- Village Assessor (PT) (2)
- Village Budget Officer (PT)
- Village Prosecutor (PT)

VILLAGE OF EAST AURORA
- Clerk to Village Justice (PT)
- Deputy Village Attorney
- Deputy Village Clerk (2)
- Village Administrator

VILLAGE OF FARNHAM
- Deputy Village Clerk

VILLAGE OF HAMBURG
- Clerk to Village Justice
- Clerk to Village Justice (PT)
- Deputy Village Clerk
- Deputy Village Treasurer
- Secretary to Mayor
- Secretary to Planning Commission (PT)
- Village Administrator
- Village Assessor (PT)
- Village Prosecutor (PT)

VILLAGE OF KENMORE
- Clerk to Village Justice
- Deputy Village Attorney
- Deputy Village Clerk
- Executive Secretary-Municipal Housing Authority
- Secretary to Mayor
- Village Assessor (PT)

VILLAGE OF LANCASTER
- Deputy Village Attorney
- Deputy Village Clerk and Treasurer
VILLAGE OF LANCASTER
Secretary to Mayor
Village Assessor (PT)

VILLAGE OF NORTH COLLINS
Deputy Village Clerk

VILLAGE OF ORCHARD PARK
Deputy Village Clerk and Treasurer
Village Assessor (PT)

VILLAGE OF SLOAN
Deputy Village Clerk and Treasurer

VILLAGE OF SPRINGVILLE
Deputy Village Attorney
Deputy Village Clerk and Treasurer
Village Administration
Village Assessor (PT)

VILLAGE OF WILLIAMSVILLE
Clerk to Village Justice
Deputy Village Attorney
Deputy Village Clerk
Deputy Village Treasurer
Secretary to Mayor
Village Administrator Clerk and Treasurer
Village Assessor (PT)
APPENDIX A

EXEMPT POSITIONS

SPECIAL DISTRICT SERVICE

Only one appointment shall be made unless a different number is specified.

FIRE DISTRICT SERVICE

Attorney (PT)
Secretary (PT)
Treasurer (PT)

ERIE COUNTY SOIL AND WATER CONSERVATION DISTRICT

Secretary/Treasurer-Soil and Water Conservation District

SCHOOL DISTRICT SERVICE

Only one appointment shall be made unless a different number is specified.

Internal Claims Auditor
School Attorney
School District Auditor
School District Clerk
School District Treasurer
School Tax Collector
Secretary to Superintendent