

Tioga County Civil Service Rules Appendix

APPENDIX A - EXEMPT CLASS

COUNTY SERVICE

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

TOWN SERVICE

In All Towns:

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

Town of Owego:

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

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APPENDIX A - EXEMPT CLASS

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

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APPENDIX B - NON-COMPETITIVE CLASS

COUNTY SERVICE

Account Clerk-Typists (PT)	Historian (P/T)
Assigned Counsel Administrator (PT)	Information Security Officer (PT)*
Assistant Fire Coordinators (PT)	Jail Physician (PT)
Case Aides (Seasonal)	Licensed Practical Nurses
Civil Service Administrator	Maintenance Mechanics
Clerical Aides (Seasonal – June 1 until August 31)	Mechanic Working Supervisors
Clerks (Seasonal)	Motor Equipment Operators (M.E.O) I
Code Enforcement Officer (PT)	Motor Equipment Operators (M.E.O) II
Commissioner of Health and Human Services*	Motor Equipment Operators (M.E.O) III
Commissioner of Social Services	Paralegals (Part-Time)
Community Service Workers (P/T)	Personnel Officer
Conservation Aides (Seasonal – June 1 until August 31)	Probation Assistants (Part-Time)
Cooks	Psychiatrists (Part-Time)
County Director of Real Property Tax Services	Public Health Director*
County Fire Coordinator (PT)	Public Health Director (Part-Time)
County Health Officer/Commissioner Grade II (PT)	Public Health Engineer (Part-Time)
Custodial Aides (Seasonal – June 1 until August 31)	Registered Professional Nurses
Deputy Commissioner of Social Services*	Safety Officer (PT)
Deputy Director of Emergency Preparedness (P/T)*+	Secretary to Economic Development and Planning
Deputy Director of Probation (Part Time)	Stop D.W.I Coordinator
Deputy Sheriffs (Part-Time)	Summer Youth Counselors (Seasonal – June 1 until August 31)
Director of Community Services*	Youth Bureau Director
Director of Economic Development and Planning*	
Director of Emergency Services*	
Director of Information Technology and Communication Systems*	
Heavy Equipment Operator (H.E.O) Site Leaders	
Heavy Equipment Operators (H.E.O.) I	
Heavy Equipment Operators (H.E.O.) II	
Heavy Equipment Operators (H.E.O.) III	
Highway Workers (Seasonal)	

* Designation of Policy Influencing/Confidential

+ Annual salary limitation of \$6,000

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APPENDIX B - NON-COMPETITIVE CLASS

COUNTY SERVICE

Emergency Services:

Certified Instructor Coordinators (PT)

Skills Instructors (PT)

Public Health:

Mail Clerks (PT)

Public Works:

Automotive Mechanic

Automotive Mechanic II

Construction Inspectors (Seasonal)

Heavy Equipment Operators

Heavy Mechanic Working Supervisor

Highway Working Supervisor

Lead Maintenance Mechanic

Motor Equipment Operators

Sign Maintenance Worker

Sheriff's Department:

Court Attendants (PT)

Deputy Sheriff's (Part-Time)

Social Services:

Attorney (PT)

Social Welfare Examiners (Seasonal)

Supervisor of Medical Services (PT)

Veteran's Service Agency:

Director of Veteran's Service Agency

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APPENDIX B - NON-COMPETITIVE CLASS

TOWN SERVICE

In All Towns:

Clerks (PT)

Code Enforcement Officer (PT)

Constables (PT)

Health Officer (PT)

Motor Equipment Operators

Registrar of Vital Statistics (PT)

Town Historian (PT)

Town of Candor:

Town Engineer (PT)+

Town of Nichols:

Library Technicians (PT)

Town of Owego:

Assessor III

Fire Inspector (PT)

Park Attendant (Seasonal)

Water Superintendent (PT)

+Annual salary limitation of \$6,000

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APPENDIX B - NON-COMPETITIVE CLASS

VILLAGE SERVICE

In all Villages:

Assessors (PT)

Code Enforcement Officer (PT)

Health Officer (PT)

Janitor (Part-Time)

Motor Equipment Operators

Registrar of Vital Statistics (PT)

Typist (Seasonal)

Typist (Part-Time)

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*

* Population under 5,000

** Designation of Policy Influencing/Confidential

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APPENDIX B - NON-COMPETITIVE CLASS

SCHOOL DISTRICT SERVICE

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

SPECIAL DISTRICT

Town of Owego Fire District:

Fire District Manager
Drivers

Apalachin Fire District:

Building & Grounds Maintenance Worker (PT)

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APPENDIX B - NON-COMPETITIVE CLASS

In all Departments and Jurisdictions where they exist:

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

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APPENDIX C - LABOR CLASS

COUNTY SERVICE

In all Departments:

Cleaners	Laborers
Home Health Aides	

Emergency Services:

Victim Helpers (PT)

TOWN SERVICE

In all Towns:

Cleaners	Laborers
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VILLAGE SERVICE

In all Villages:

Cleaners	Laborers
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Village of Newark Valley:

Fire House Caretaker

Village of Owego:

Sexton (Cemetery)

SCHOOL DISTRICT SERVICE

In all School Districts:

Cleaners	Groundskeeper
Cleaners (Light)	School Monitors
Food Service Helper	

SPECIAL DISTRICTS

Tioga County Soil & Water Conservation District:

Laborers

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APPENDIX D - UNCLASSIFIED

COUNTY SERVICE

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

TOWN SERVICE

In all Towns:

Assessors	Town Clerk
Election Inspectors	Town Councilmen
Justices of the Peace	Town Highway Superintendent
Members of all Boards and Commissions	Town Supervisor
Tax Collector	Voting Machine Custodian

VILLAGE SERVICE

In all Villages:

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

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APPENDIX D - UNCLASSIFIED

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