

**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

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**APPENDIX A**

(7)

**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)

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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**

(8)

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**

(9)

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**

(10)

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**

(11)

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**

(12)

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**

(13)

### **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

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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**

(14)

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**

(15)

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**

(16)

**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