



RULES

for the

CLASSIFIED CIVIL SERVICE

of the
COUNTY of ERIE
and the
TOWNS, VILLAGES, SPECIAL DISTRICTS
and SCHOOL DISTRICTS
Within the COUNTY

APPENDICES TO RULES

Amended to July 23, 2025

ISSUED BY
BRIAN C. BRAY
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)	<i>approved 1/13/1987</i>
Chief of Staff-County Executive	<i>approved 7/23/2025</i>
Deputy County Executive	
Director of Budget and Management	
Director-Center for Cooperative Economic Growth	<i>approved 9/13/1999</i>
Director of Information and Support Services	
Executive Assistant-County Executive (Budget)	
Junior Administrative Consultant (County Executive) (3)	<i>approved 9/21/2001</i>
Junior Secretary (County Executive)	
Position Control Clerk (County Executive)	
Purchasing Director	
Secretarial Assistant-County Executive (2)	<i>approved 5/29/1996</i>
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	

Comptroller

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

Correctional Facility

Chaplain (4)	
Deputy Superintendent, Correctional Facility	
Secretary, Superintendent of Correctional Facility	<i>approved 1/14/1987</i>
Superintendent, Correctional Facility	

County Clerk

Administrative Secretarial Assistant (County Clerk)	<i>approved 3/31/1998</i>
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

approved 9/13/1999

County Medical Center

Chaplain (3)

Chief Financial Officer-ECMC

approved 9/13/1999

Chief Operating Officer-ECMC

approved 9/13/1999

Medical Record Trainees (PT)

Occupational Therapy Students (PT)

Secretary to Board of Managers (ECMC)

approved 5/11/1993

Student Anesthetists

Student Medical Technicians

Student Nurses

Student X-Ray Technicians

District Attorney

Assistant Chief of Appeals Bureau

Assistant Chief of City Court Bureau

Assistant Chief of Comprehensive Assault, Abuse and Rape Unit

approved 4/7/1987

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

approved 5/11/1993

Assistant Confidential Secretary-District Attorney

approved 5/11/1993

Assistant District Attorney III (25)

approved 4/7/1987

Assistant District Attorney IV (27)

approved 7/23/2025

Assistant District Attorney V (28)

approved 7/23/2025

Assistant District Attorney VI (20)

approved 7/23/2025

Assistant District Attorney VII (18)

approved 7/23/2025

Chief of City Court Bureau

Chief of Justice's Court Bureau

Chief of Operations, Training and Planning

Chief of a PROMIS Bureau

Confidential Aide (District Attorney)

Confidential Clerk (District Attorney)

Confidential Secretary-District Attorney

Criminal Law Associate (4)

Deputy District Attorney-Capital Punishment Specialist

approved 5/17/2004

Deputy District Attorney-Prosecution

District Attorney (continued)

Deputy District Attorney-Solicitor	<i>approved 4/7/1987</i>
Deputy District Attorney-Special Council to District Attorney	<i>approved 5/17/2004</i>
Deputy for Administration (District Attorney)	
Executive Assistant-Second Deputy District Attorney	<i>approved 5/17/2004</i>
First Deputy District Attorney	
Junior Assistant District Attorney (2)	
Law Student Assistants (PT)	
Reader Aide Trainee (District Attorney)	
Senior Chief Comprehensive Assault, Abuse & Rape Bureau	<i>approved 5/11/1993</i>
Senior Chief of Felony Narcotics Bureau	
Senior Chief of Grand Jury Bureau	<i>approved 4/7/1987</i>
Senior Chief of Major Offense Prosecution Bureau	<i>approved 4/7/1987</i>
Senior Chief of Major Violent Offense Bureau	
Senior Chief of Special Investigation Prosecution Bureau	<i>approved 4/7/1987</i>
Senior Chief of Superior Court Bureau	<i>approved 4/7/1987</i>
Senior Chief of Target Crime Initiative Bureau	

Emergency Services

Commissioner of Homeland Security and Emergency Services	<i>approved 7/23/2025</i>
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Environment and Planning

Deputy Commissioner of Environmental Control	
Deputy Commissioner-Sewerage Management	
Deputy Commissioner of Planning and Economic Development	<i>approved 9/21/2001</i>
Secretary, Commissioner of Environment and Planning	

Erie Community College

Secretary to President

Erie County Water Authority

Associate Attorney (3)	
Attorney	
Comptroller	
Executive Director	<i>approved 5/11/1993</i>
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	<i>approved 5/17/2004</i>
Secretary, Commissioner of Finance	
Senior Cashier (1)	

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

Law

Assistant County Attorney (25)
Confidential Investigator (5) *approved 9/13/1999*
Executive Administrative Secretary-Law *approved 3/31/1998*
First Assistant County Attorney
First Assistant County Attorney-Intergovernmental Litigation
Law Student Assistants (PT)
Second Assistant County Attorney
Second Assistant County Attorney (Labor Relations) *approved 5/11/1993*

Parks and Recreation

County Forester
Deputy Commissioner of Parks
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 *approved 3/31/1998*
Secretary, Director of Probation *approved 3/31/1998*

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

approved 9/23/1992

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
Exempt Positions
Town Service

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

Deputy Supervisor
Deputy Superintendent of Highways
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 Town Justice (PT)	<i>approved 3/27/1995</i>
Deputy Town Clerk	
Secretary to Planning Board	<i>approved 9/21/2001</i>
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)	<i>approved 3/27/1995</i>
Deputy Town Clerk	
Director of Finance	<i>approved 9/21/2001</i>
Elections Inspectors (350)	<i>approved 3/27/1995</i>
Secretary to Supervisor	

Town of Aurora

Assistant to Town Supervisor	<i>approved 5/17/2004</i>
Clerk to Town Justice (2)	<i>approved 5/17/2004</i>
Deputy Receiver of Taxes	<i>approved 5/11/1993</i>

Town of Aurora (cont.)

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

Town of Boston

Assistant to Town Supervisor *approved 9/21/2001*
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 *approved 5/29/1996*
Clerk of Justice Court
Clerk to Town Justice (2)
Deputy Receiver of Taxes
Deputy Town Attorney (4) *approved 9/21/2001*
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) *approved 5/11/1993*
Deputy Town Clerk
Director of Administration and Finance *approved 5/17/2004*
Secretary to Supervisor
Secretary to Zoning and Planning Board

Town of Colden

Assistant to Town Supervisor
Clerk to Town Justice *approved 1/14/1987*
Deputy Town Clerk
Secretary to Supervisor *approved 3/27/1995*

Town of Collins

Clerk to Town Justice (2)
Deputy Town Clerk

approved 5/17/2004

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)

approved 5/11/1993

approved 5/11/1993

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)

approved 5/17/2004

approved 5/17/2004

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)

approved 5/17/2004

Town of Grand Island

Assistant to Town Supervisor
Clerk of Justice Court

Town of Grand Island (cont.)

Clerk to Town Justice (2)	<i>approved 9/21/2001</i>
Deputy Receiver of Taxes and Assessments	
Deputy Receiver of Taxes and Assessments (PT)	<i>approved 3/27/1995</i>
Deputy Town Clerk (3)	<i>approved 5/17/2004</i>
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)	<i>approved 5/29/1996</i>
Deputy Town Clerk (2)	
Director of Administration and Finance	
Director of Economic Development	<i>approved 3/27/1995</i>
Secretary to Supervisor	

Town of Holland

Bookkeeper to Supervisor	
Deputy Town Clerk (PT) (2)	<i>approved 5/17/2004</i>

Town of Lancaster

Assistant to Town Supervisor	<i>approved 5/11/1993</i>
Clerk to Town Justice (2)	
Clerk to Zoning Board (PT)	
Deputy Receiver of Taxes (2)	
Deputy Town Clerk (2)	
Deputy Town Prosecutor (PT)	<i>approved 3/27/1995</i>
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 (cont.)

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

approved 5/17/2004
approved 5/29/1996

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

approved 3/27/1995

approved 3/27/1995

Town of Sardinia

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

approved 3/27/1995

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

approved 3/27/1995

Town of West Seneca

Bookkeeper to Supervisor
Clerk to Town Justice (2)

Town of West Seneca (cont.)

Clerk to Town Justice (2)

Deputy Receiver of Taxes

approved 3/27/1995

Deputy Registrar of Vital Statistics (PT)

approved 3/27/1995

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

approved 5/17/2004

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
Secretary to Mayor
Village Administrator

Village of Depew

Clerk of Justice Court
Clerk to Village Justice (PT)

approved 3/27/1995

Village of Depew (cont.)

Deputy Village Clerk	
Secretary to Mayor	<i>approved 3/27/1995</i>
Village Administrator	<i>approved 5/17/2004</i>
Village Assessor	
Village Assessor (PT) (2)	
Village Budget Officer (PT)	<i>approved 9/21/2001</i>
Village Prosecutor (PT)	

Village of East Aurora

Deputy Village Attorney	
Deputy Village Clerk (2)	<i>approved 3/27/1995</i>
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	<i>approved 9/21/2001</i>
Village Assessor (PT)	
Village Prosecutor	

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 (cont.)

Secretary to Mayor
Village Assessor (PT)

approved 9/21/2001

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)

approved 5/17/2004

approved 5/17/2004

approved 9/21/2001

approved 3/27/1995

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 *approved 9/13/1999*

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