

OFFICE OF THE WARREN COUNTY CLERK  
PAMELA J. VOGEL, COUNTY CLERK  
SUEANNE S. LINEHAN, DEPUTY

**Warren County Support Services Committee: Co. Clerk/DMV - Agenda  
October 22, 2018**

- I. Committee Meeting Call to Order: Supervisor Bill Loeb
- II. Motion to approve minutes of prior committee meeting (No pending items)
- III. Action Agenda/New Business:
  - a. **Notice to Fill: MV License Reg. Clerk # 10 Full Time- Grade 8 - \$ 34,102 (base)**

Due to resignation, the office requests approval to fill vacancy (effective 10/26/2018); Full-time with benefits, Grade 8, 2018 Entry: \$ 34,102. Assignment will be from current employee (Civil Service Eligible) moving from MV Clerk Part-Time. Position is within the office's organizational structure; responsibilities include processing all motor vehicle transactions (office: 60,000 trans. annually). As agent for NYS DMV, office is required to meet DMV needs of public using appropriate, trained staffing. Warren County retains approx. 12.7% of fees collected annually (ie: over \$ 450,000 to Warren Co.; exclusive of MV Use Tax which is an additional, separate revenue stream). Employee will be required to complete FBI/Homeland Security Background Checks.

- b. **Notice to Fill: MV License Reg. Clerk Part Time – Grade 8 – approx. \$ 16.39 hr/1040 hrs)**

Vacancy is a result of promotion of current PT Civil Service employee being assigned to MV License Registration Clerk # 10. Part-time Civil Service, Gr. 8, 1040 hours per year, entry level – current \$ 16.39 hr based on Gr. 8 base of \$ 34,102. No Benefits. Schedule established by DMV to meet customer needs. Candidate will be selected from existing Civil Service MV Clerk eligible list. Part-time position is vital and necessary to maintaining quality customer service during high volume demands within the DMV.

No Further Business.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. *For complete instructions on the procedure to be followed, see the reverse of this form.*

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: County Clerk DMV Payroll Dept. No: 15  
Title of Position: Motor Vehicle Lic Reg Clerk # 10 Base Salary of Position: \$ 34,102 Grade: 8  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A 1410 110 Full-Time Salaries Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 12892/LoVerde 13022/Catallo Date of Vacancy: 10/26/2018  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_ %  State \_\_\_\_\_ %  Other \_\_\_\_\_ % Co. Retention for all transactions

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**  
**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** PCW 10/16/18  
**Human Resources Director has approved this form when initialed.** 10/11/18

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.  
Administrator Signature [Signature] Date 10/16/18

### BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.  
Budget Officer Signature Frank E. Thomas Date 10/19/18

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support Services  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.  
Ranking Committee Member Signature William Loh Date 10/22/18

# RESOLUTION REQUEST FORM NO. 12

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### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: County Clerk DMV Payroll Dept. No: 15  
Title of Position: Motor Vehicle Lic Reg Clerk PT Base Salary of Position: \$ 34,102 Grade: 8  
Filling at Step # (If Known): Entry  
Budget code and title: A 1410 130 Part Time Salaries Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 12892/LoVerde Date of Vacancy: Back Fill Appointment  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_% Co. Retention for all transactions

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**  
**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** Done 10/16/18  
**Human Resources Director has approved this form when initialed.** AF 10/16/18

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.  
Administrator Signature [Signature] Date 10/16/18

### BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.  
Budget Officer Signature Frank E. Thomas Date 10/19/18

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Ranking Committee Member Signature William Lach Date 10/22/18