

PERSONNEL COMMITTEE

AGENDA

AUGUST 28, 2026

Committee Members: Runyon, Crocitto, Driscoll, Etu, Maday, Turner, Conover- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board

I. Committee meeting called to order by Chair.

II. Motion to approve minutes of prior Committee meetings.

III. Privilege of the Floor/Public Comment

IV. Action Agenda

1) Discussion regarding benefit renewal for 2026 - 2027 plan year and request approval of same.

2) Notice of Intent to Fill Tracking Report - provided for informational purposes

**3) Referral from the Support Services Committee (Chaired by Supervisor Gilligan):
County Attorney (Kimberly Richards, County Attorney) -**

Request to amend the Table of Organization and Salary Schedule to create the new position of Secretary to County Attorney #2, Annual Salary \$61,389, effective October 1, 2026.

V. Pending Items: None.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 20***MISCELLANEOUS***

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Human Resources

DATE: August 12, 2026

- (a) Purpose of Request: **To authorize renewal and continuation of health, dental, vision and voluntary life, accident and critical illness insurance benefits for county officers, employees and retirees.**
- (b) Details: **As presented by the County Administrator on behalf of Marshall & Sterling**
- (c) Previous Resolution Number: **Res. 331 of 2025**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

2026 Renewal Presentation

Presentation to Warren County
August 28, 2026





Corporate Overview

As one of the largest independent insurance and risk management agencies in the nation, Marshall+Sterling is a leader in group benefits, specializing in health, dental, life, disability and flex benefits.

Our experienced professionals help clients advance the health, wealth and performance of their most vital resource - their people. Our firm also provides customized administration, technology and total benefit programs.

Augmented by a broad spectrum of insurance, risk and wealth management, and financial planning offerings, Marshall+Sterling provides complete risk solutions for our clientele. This integrated, custom-tailored approach, utilizing uniquely developed strategies and service models, allows Marshall+Sterling the ability to develop programs which provide superior excellence in coverage, care and cost effectiveness.

- **Founded in 1864**
- **Total written premiums in excess of \$1 Billion**
- **550 Insurance Specialists**
- **36 branch offices** across New York, California, Florida, Michigan, Virginia and the U.S. Virgin Islands
- **Group Benefits executives serve on the Advisory Boards** of all four major health insurance carriers
- **An employee-owned company**
- **One of the top 50* largest privately-held insurance brokers in the nation**
- **Nationally recognized for outstanding service and Best Practices**

* Source: Insurance Journal Report

***Our Employee
Benefits
Offices...***

(866) 573-4768

110 Main Street,
Poughkeepsie, NY 12601

8 British American Boulevard
Latham, NY 12110

42 South Street
Glens Falls, NY 12801

2561 Strang Road, Suite 117
**Yorktown Heights, NY
10598**

We're here for you.

Your Marshall+Sterling Team:



Joseph Mancini – Vice President, Upstate Regional Manager of Employee Benefits

Phone: 518-782-9505, Ext. 2186 • Cell: 845-372-2437 • jmancini@marshallsterling.com

Joseph oversees the service and support teams for all large group market, as well as our communications team. His oversight ensures that the entirety of our employee benefits team works in concert to meet the unique needs of each of our large group clients.

Matt Schuette, RHU, ChHC – Vice President, Regional Sales Manager

Phone: 518-384-1100, Ext. 2479 • Cell: 518-361-8847 • mschuette@marshallsterling.com

Matt provides complete analysis of your organization's employee benefits programs, planning and funding strategies, and makes professional recommendations that are the best fit for you.

Dannielle Mattes – Vice President, Manager, Compliance & Client Solutions

Phone: 845-226-3083, Ext. 2452 • Cell: 845-901-9131 • dmattes@marshallsterling.com

Dannielle designs compliance risk management programs that encompass Health Care Reform (ACA) as well as State and Federal compliance requirements.

Megan Kelsey – Account Manager

Office: 518-384-1100, Ext. 2410 • Cell: 518-965-7095 • mkelsey@marshallsterling.com

Megan is your primary point of contact to assist with eligibility, escalated claims, or any questions you and your team have. Megan will manage your renewal and open enrollment process, conduct meetings for your team, and manage and direct the day-to-day process.

Rachel Burns – Client Service Representative

Phone: 845-226-3083, Ext. 2508 • rburns@marshallsterling.com

Rachel provides support for the Account Manager, focusing on your team's questions, and working with our internal team to service your account, ensuring that member support is provided efficiently and effectively.

Brooke Wing – Assistant Client Service Representative

Phone: 845-226-3083, Ext. 2494 • bwing@marshallsterling.com

Brooke supports the Client Service Representative as they provide claims assistance, answer general questions, and address any issues around eligibility. They also serve as an in-house contact for you and your team.

Executive Summary & Current State ITEM 1

Working Group Members

- + Chair - Board of Supervisors
- + Budget Officer
- + Chair- Personnel
- + County Treasurer
- + County Administrator
- + Human Resources Director
- + Assistant County Administrator
- + Human Resources Coordinator

Intent

- + Warren County moved to a self-insured plan as of 12.1.2017, and shortly thereafter the Working Group was created. The purpose is to meet periodically to review claims trends, cost containment concepts, evaluation of vendors, and impact to the employee and Warren County's budget

Healthcare trends and market challenges

- + Warren County's benefits (co-pay's) have stayed the same for years, adding additional trends to Warren County since the employee's portion of the cost hasn't changed as costs rise (trend) in the background.
- + As a benchmark, the 2026 Small Group (<100) submitted rates from the local carriers' average + 20%. They will invariably be reduced and may settle to an average increase in the mid-teens.
- + Federal Spending Cuts to Medicaid and ACA Subsidies
 - Increase to uninsured patients
 - Hospitals/provider consolidation - seeking higher reimbursement rates from carriers
- + Potential of new tariffs may increase claim costs
- + New gene and cell therapies that exceed \$1.0M for treatment more widely being utilized
- + Significant increased utilization of GLP-1 medications specially for weight loss
- + MCO Tax (Applicable to Experience Rated and Small Group, but not Self-Insured plans)

Executive Summary & Current State ^{ITEM 1}

2026 Renewal (12.1.26)

- + Marshall+Sterling is projecting an overall increase in total costs of \$795K
- + The above increases are assuming that we renew as is with the benefits, vendors and contracts that we currently have in place.
- + The recommendation is to increase premium equivalents by 8.5% to cover projected costs

Pharmacy

- + ProAct, Payer Matrix and CanaRX have proven to provide cost savings
- + Counter Heath through ProAct is an opportunity to simplify the member process and provide additional savings
- + The recommendation is to add this program upon renewal

Medicare

- + Anthem Medicare plan renews on 1/1/27.
- + Initial renewal was +25.9%, an alternative option was presented at a +6.3% above current
- + The alternative option provides the same plan design, but members will receive a separate medical and pharmacy ID card
- + The recommendation is to move to the alternative option

Dental, Vision and Voluntary Life

- + Delta Dental is the current provider and renewal is flat
- + Anthem is the current Vision provider and renewal is flat
- + Guardian is the current Voluntary Life provider and renewal is flat
- + The recommendation is to renew with current carriers

Self-Funded Medical & Rx Premium Equivalents

CURRENT: MEDICAL + PRESCRIPTION PREMIUM EQUIVALENTS

	Counts	EPO	Counts	HDEPO
Employee	266	\$948.24	58	\$723.07
Employee + 1	151	\$1,943.87	10	\$1,482.30
Family	174	\$2,725.86	18	\$2,078.59
Annual Premium (Estimated)		\$12,240,670		\$1,130,108
Total Annual Premium (Estimated)		\$13,370,778		

RENEWAL: **AGGRESSIVE** MEDICAL + PRESCRIPTION PREMIUM EQUIVALENTS

0% cushion for unexpected claims

	Counts	EPO	Counts	HDEPO
Employee	266	\$1,028.58	58	\$784.33
Employee + 1	151	\$2,108.57	10	\$1,607.89
Family	174	\$2,956.81	18	\$2,254.70
Annual Premium (Estimated)		\$13,277,786		\$1,225,859
Total Annual Premium (Estimated)		\$14,503,644		
Percent Change From Current		8.5%		

Plan Design

CARRIER PLAN TYPE	Current & Renewal Highmark EPO 5098	Current & Renewal Highmark HDEPO 6398
Out-of-Area Network	Blue Card	Blue Card
Deductible/Out-of-Pocket Type	N/A / Embedded	Embedded / Embedded
IN-NETWORK		
Deductible	None	\$1,500/\$3,000
Coinsurance	None	None
Out-of-Pocket Maximum	\$6,350/\$12,700	\$5,000/\$10,000
PCP/Specialist Office Visit	\$25 / \$40	Ded then \$25/ Ded then \$40
Preferred Telemedicine	Covered in Full	Covered in Full
Urgent Care	\$35	Ded then \$35
Inpatient Hospital	\$250	Ded then \$250
Outpatient Surgery	\$75	Ded then \$75
Emergency Room	\$100	Ded then \$100
Vision Coverage	Not Covered	Not Covered
OUT-OF-NETWORK		
Deductible	N/A	N/A
Coinsurance	N/A	N/A
Out-of-Pocket Maximum	N/A	N/A
PRESCRIPTION DRUG		
Deductible	None	Subject to Deductible
Generic/Brand/Non-Formulary	\$10/\$30/\$50	\$10/\$30/\$50
Mail-Order (90-day supply)	2.5 X Copay	2.5 X Copay

Medicare Plan

ITEM 1

CARRIER	Current & Renewal Anthem		Alternative Renewal Option 1 Anthem	
Benefits	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible	None		None	
Coinsurance	None		None	
Out-of-Pocket Maximum	\$3,400		\$3,400	
Physician Services				
PCP Visits	\$10	\$10	\$10	\$10
Specialist Visits	\$15	\$15	\$15	\$15
Routine Adult Exam	Covered in Full	Covered in Full	Covered in Full	Covered in Full
Preventive Services	Covered in Full	Covered in Full	Covered in Full	Covered in Full
In-Patient Services	Covered in Full	Covered in Full	Covered in Full	Covered in Full
Emergency Care	\$75	\$75	\$75	\$75
Urgent Care	\$10	\$10	\$10	\$10
Telemedicine				
Primary Care	Covered in Full	N/A	Covered in Full	N/A
Physical, Speech and Occupational Therapy	\$15	\$15	\$15	\$15
Home Health Care	Covered in Full	Covered in Full	Covered in Full	Covered in Full
Prosthetic Devices and DME	\$0 Copay, \$20 per Purchase	\$0 Copay, \$20 per Purchase	\$0 Copay, \$20 per Purchase	\$0 Copay, \$20 per Purchase
Hearing Services				
Hearing Exam	No Copay, \$70 Max Every 12 Months		No Copay, \$70 Max Every 12 Months	
Hearing Aids	\$500 per Ear, \$1,000 Every 24 Months		\$500 per Ear, \$1,000 Every 24 Months	
Vision Benefit				
Vision Exam	No Copay, \$70 Max Every 12 Months		No Copay, \$70 Max Every 12 Months	
Vision Hardware	\$100 Max Every 24 Months		\$100 Max Every 24 Months	
Preventive Dental	Discounts Available		Discounts Available	
Part D Prescription Drugs	\$0/\$0/\$30/\$50/\$50 Standard Pharmacy \$2,400 OOP Max (2026: \$2,100)		\$0/\$0/\$30/\$50/\$50 Standard Pharmacy \$2,400 OOP Max (2026: \$2,100)	
Health & Wellness	SilverSneakers, Healthy Meals Program, Community Support, Nurseline, Foreign Travel Health Needs Services		SilverSneakers, Healthy Meals Program, Community Support, Nurseline, Foreign Travel Health Needs Services	
Network	Blue Card		Blue Card	
Rates	Counts	Current	Renewal	Alternative Renewal Option 1
Employee Only	534	\$236.35	\$297.59	\$251.19
Estimated Annual Premium		\$1,514,531	\$1,906,957	\$1,609,626
Percentage Change From Current			25.9%	6.3%
Dollar Change From Current			\$392,426	\$95,095
Underwriting Notes:		Decoupled Option. Part D regulatory changes apply		

2026 - NOTICE OF INTENT TO FILL TRACKING

Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
11/12/2025	Social Services	Assistant SS Attorney # 3 (2831)	Leahy	PR	\$ 95,391.00	\$ 95,391.00	1/5/2026	Russell	\$90,889.00	\$ (4,502.00)	\$ (4,502.00)
12/1/2025	Social Services	Intake Clerk # 8 (2660)	Dezalia	PR	\$ 41,409.00	\$ 40,729.00	2/17/2026	Paliulis	\$42,053.00	\$ 1,324.00	\$ 644.00
12/12/2025	Social Services	Caseworker # 44C (2851)	N/A	N	N/A	\$ 59,131.00	3/9/2026	Madia	\$59,131.00	\$ -	\$ -
12/12/2025	Social Services	Caseworker # 45C (2852)	N/A	N	N/A	\$ 59,131.00	3/9/2026	Williams	\$59,131.00	\$ -	\$ -
12/12/2025	Social Services	Sr Caseworker # 11C (2853)	N/A	N	N/A	\$ 62,900.00	1/5/2026	Nassivera	\$65,600.00	\$ 2,700.00	\$ -
12/22/2025	Social Services	Caseworker # 37 (2558)	Nassivera	PR	\$ 61,696.00	\$ 59,131.00	1/5/2026	York	\$59,131.00	\$ -	\$ (2,565.00)
12/29/2025	Countryside	Laundry Worker # 1 (1871)	N/A	N	N/A	\$ 40,452.00	1/2/2026	LaMountain	\$40,452.00	\$ -	\$ -
12/29/2025	Countryside	Institutional Aide # 19 (2746)	Lamontain	O	\$ 42,755.00	\$ 42,053.00	1/5/2026	Ladouceur	\$42,053.00	\$ -	\$ (702.00)
1/7/2026	County Clerk	MV License Registration Clerk # 10 (1117)	Walker	RS	\$ 48,924.00	\$ 48,924.00	4/6/2026	Kocsis	\$50,369.00	\$ 1,445.00	\$ 1,445.00
1/7/2026	DPW	MEO (M) # 33 (2846) W/CDL	N/A	N	N/A	\$ 59,816.00	1/12/2026	Aldrich	\$59,816.00	\$ -	\$ -
1/7/2026	Office for the Aging	Mealsite Manager # 7 (1943)	Millington	RT	\$ 37,112.00	\$ 29,813.00	1/14/2026	Gardner	\$29,813.00	\$ -	\$ (7,299.00)
1/13/2026	Workforce Development	Fiscal Coordinator (2832)	Wilson	RS	\$ 57,614.00	\$ 57,614.00	1/13/2026	Wood	\$57,614.00	\$ -	\$ -
1/13/2026	Public Defender	15th Assisant Public Defender (2840) Per Diem	N/A	N	N/A	64.37/hr	1/16/2026	Muller	64.37/hr	\$ -	\$ -
1/16/2026	Social Services	Social Welfare Examiner # 15 (1718)	Gurlick	RS	\$ 48,924.00	\$ 48,924.00	3/9/2026	Perez-Torres	\$50,369.00	\$ 1,445.00	\$ 1,445.00
1/21/2026	DPW	MEO (L) # 27 (2256)	McKeown	RS	\$ 56,653.00	\$ 56,653.00	2/9/2026	Babbie	\$56,653.00	\$ -	\$ -
1/28/2026	Social Services	Caseworker # 42 (2743)	Leonard	RS	\$ 60,756.00	\$ 59,131.00	4/6/2026	Kostek	\$60,756.00	\$ 1,625.00	\$ -
1/28/2026	Social Services	Intake Clerk # 13 (2854)	N/A	N	N/A	\$ 42,053.00	2/9/2026	Alber	\$42,053.00	\$ -	\$ -
1/29/2026	County Attorney	2nd Asst County Attorney (2442)	Dickey	PR	\$ 111,875.00	\$ 115,510.00	vacant				
1/30/2026	Public Defender	14th Asst Public Defender (2822)	N/A	O	N/A	\$ 91,177.00	1/29/2026	Rienzo	\$91,177.00	\$ -	\$ -
1/30/2026	Public Defender	10th Asst Public Defender (2755)	N/A	O	N/A	\$ 91,177.00	1/29/2026	Kurd	\$91,177.00	\$ -	\$ -
2/2/2026	Planning	Principal Planner # 2 (2811)	Nelson	O	\$ 84,093.00	\$ 84,093.00	2/2/2026	Nelson	\$84,093.00	\$ -	\$ -
2/9/2026	DPW	MEO (M) # 4 (1254)	Mitchell	PR	\$ 58,130.00	\$ 59,816.00	2/9/2026	Logue	\$60,520.00	\$ 704.00	\$ 2,390.00
2/9/2026	DPW	MEO (M) # 14 (1261)	Parker	PR	\$ 59,816.00	\$ 59,816.00	2/9/2026	Brownell	\$60,520.00	\$ 704.00	\$ 704.00
2/12/2026	Social Services	Caseworker # 23 (1672)	Mackey	RS	\$ 59,131.00	\$ 59,131.00	4/6/2026	Hayes	\$59,131.00	\$ -	\$ -
2/12/2026	DPW	MEO (L) # 26 (1225)	Brownell	PR	\$ 57,357.00	\$ 50,413.00	2/23/2026	Weis	\$50,413.00	\$ -	\$ (6,944.00)
2/13/2026	DPW	MEO (L) # 17 (1250)	Hammond	RS	\$ 56,653.00	\$ 56,653.00	2/17/2026	Miller	\$56,653.00	\$ -	\$ -
2/13/2026	DPW	MEO (L) # 33 (2563)	Logue	PR	\$ 57,357.00	\$ 56,653.00	2/23/2026	Murphy	\$56,653.00	\$ -	\$ (704.00)
2/19/2026	Social Services	SWE # 19 (1721)	Pratt	RS	\$ 50,369.00	\$ 48,924.00	3/16/2026	Finkle	\$50,369.00	\$ 1,445.00	\$ -
2/20/2026	Workforce Development	E&T Counselor II # 1 (2696)	Mender	RT	\$ 61,503.00	\$ 53,576.00	2/23/2026	Rosenfield	\$53,576.00	\$ -	\$ (7,927.00)
2/20/2026	Public Defender	Coordinating Asst PD (2588)	Nicols	RS	\$ 114,986.00	\$ 114,986.00	2/24/2026	Whitney	\$114,986.00	\$ -	\$ -
2/24/2026	Treasurer	Principal Account Clerk #3 (1094)	N/A	N	N/A	\$ 52,138.00	3/16/2026	Thompson	\$52,138.00	\$ -	\$ -
2/24/2026	Office for the Aging	Meal Site Manager # 9 (1949)	Simola	RS	\$ 30,339.00	\$ 29,813.00	3/2/2026	Ostrander	\$29,813.00	\$ -	\$ (526.00)
2/24/2026	Public Defender	5th Assistant Public Defender (1078)	Whitney	PR	\$ 105,949.00	\$ 105,949.00	2/24/2026	Lowe	\$105,949.00	\$ -	\$ -
2/26/2026	Social Services	Intake Clerk (1754)	Perez-Torres	PR	\$ 43,380.00	\$ 42,053.00	4/6/2026	Alber	\$42,053.00	\$ -	\$ (1,327.00)
3/3/2026	Social Services	Medicaid Clerk # 2 (2094)	Finkle	PR	\$ 44,848.00	\$ 43,495.00	vacant				
3/3/2026	DPW	Construction Specialist II (2855)	N/A	N	N/A	\$ 96,589.00	3/9/2026	Johnson	\$96,589.00	\$ -	\$ -
3/11/2026	Social Services	Intake Clerk # 11 (2791)	Howe	PR	\$ 42,755.00	\$ 42,053.00	4/13/2026	Sears	\$42,053.00	\$ -	\$ (702.00)
3/11/2026	DPW	MEO (L) # 3 (1249)	Frasier	RS	\$ 57,357.00	\$ 50,413.00	3/16/2026	Carpenter	\$50,413.00	\$ -	\$ (6,944.00)
3/12/2026	Social Services	Intake Clerk # 7 (2406)	Kocsis	RS	\$ 43,380.00	\$ 42,053.00	4/13/2026	Patrick	\$42,053.00	\$ -	\$ (1,327.00)
3/19/2026	Veterans' Services	Office Specialist (2425)	Aprile	O	\$ 47,238.00	\$ 47,238.00	3/23/2026	Vredenburgh	\$47,238.00	\$ -	\$ -
3/19/2026	DPW	Director of Parks, Recreation (1185)	Moore	RT	\$ 86,669.00	\$ 86,669.00	3/23/2026	Inglee	\$86,669.00	\$ -	\$ -
3/19/2026	Treasurer	Senior Account Clerk #4 (1086)	Thompson	PR	\$ 47,238.00	\$ 47,238.00	4/6/2026	Curry	\$47,238.00	\$ -	\$ -
3/30/2026	Public Defender	Legal Clerk II (2841)	N/A	N	N/A	\$ 48,924.00	4/6/2026	Davis	\$48,924.00	\$ -	\$ -
4/8/2026	Human Resources	Civil Service Assistant-PT (2568)	Green	O	\$ 40,436.92	\$ 40,436.92	4/20/2026	Wilken	\$40,436.92	\$ -	\$ -
4/8/2026	Human Resources	Civil Service Assistant-Temp (2594)	Green	O	25.92/hr	25.92/hr	4/20/2026	Green	25.92/hr	\$ -	\$ -
4/8/2026	Social Services	Support Investigator # 5 (1739)	Havill	RS	\$ 48,924.00	\$ 48,924.00	3/23/2026	Howe	\$49,627.00	\$ 703.00	\$ 703.00
4/9/2026	Social Services	Caseworker # 36 (2557)	Kostek	O	\$ 60,756.00	\$ 59,131.00	4/20/2026	Dunning	\$59,131.00	\$ -	\$ (1,625.00)
4/14/2026	Public Defender	Case Manager # 2 (2842)	N/A	N	N/A	\$ 56,173.00	4/20/2026	Wilcox	\$56,173.00	\$ -	\$ -
4/14/2026	Public Defender	7th Assistant PD (2419)	Wodicka	RS	\$ 102,546.00	\$ 102,546.00	4/20/2026	O'Neil	\$102,546.00	\$ -	\$ -
4/16/2026	Veterans' Services	Van Driver # 5 (Per-Diem) (2518)	Cooke	RS	14.2958/ hr	19.1106/ hr	5/4/2026	Funnye	19.1106/hr	\$ -	\$ -
4/22/2026	Planning	Senior Planner (2414)	N/A	O	N/A	\$ 62,900.00	5/7/2026	Smith	\$63,604.00	\$ 704.00	\$ -
4/22/2026	Planning	Junior Planner (2483)	Smith	PR	\$ 54,280.00	\$ 53,576.00	7/27/2026	Leemans	\$53,576.00	\$ -	\$ (704.00)
5/1/2026	Health Services	Deputy Director Health Services (2787)	Belden	PR	\$ 117,442.00	\$ 98,023.00	5/4/2026	Shah	\$98,023.00	\$ -	\$ (19,419.00)
5/7/2026	DPW	Hatchery Aide (1197)	Whalen	PR	\$ 47,146.00	\$ 45,079.00	5/18/2026	Freebern	\$45,079.00	\$ -	\$ (2,067.00)

* (RT= Retired, RS= resigned, PR= promotion, O= Other, N- New)

* (RT= Retired, RS= resigned, PR= promotion, O= Other, N- New)

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position***

DEPARTMENT NAME: County Attorney

DATE: 8/24/26

(a) Title of Requested Position: Secretary to County Attorney #2

(b) Annual **Base** Salary (and Grade if Applicable): \$61,389

(c) Effective Date for New Position*: October 1, 2026

**Please do not backdate unless the purpose is to correct an error.*(d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:
(Include annual salary and grade if applicable):

(e) Where are Funds in the Budget for this Position?

List Budget Code, Object Code, Full Title and Amount:

A.1420 110

(f) Is a Budget Transfer needed? ☐ YES ☒ NO

If yes, please complete Resolution Request Form No. 10 – Transfer of Funds

If no, please provide details on how the increase will be funded with the current budget:

(g) Has Director of Human Resources Reviewed and Approved of the New Position Title? ☒ YES ☐ NO*(approval is necessary **BEFORE** bringing the request to Committee)*HR Director Initial JD 8/24/26(h) Had County Administrator Reviewed and Approved Creation of New Position? ☒ YES ☐ NO*(approval is necessary **BEFORE** bringing the request to Committee)*Co. Admin Initial J 8/24/26(i) Is this a mandated position? ☐ YES ☒ NO

If yes, please explain:

(j) Is there expected revenue from this position? ☐ YES ☒ NO

If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

SECRETARY TO COUNTY ATTORNEY**Salary: \$61,389****Full-Time with Benefits**

The Secretary to the County Attorney provides executive, legal, secretarial and administrative support to the Warren County Attorney. Responsibilities include performance of complex legal secretarial tasks involving the frequent exercise of independent judgment as well as knowledge of Warren County municipal, legal and administrative processes, codes, policies and practices. This is a position of special trust and confidence, requiring exchange of sensitive and confidential information.

The successful candidate must have excellent organizational skills, interpersonal skills and the ability to independently prepare a variety of documents, including monthly Board of Supervisors resolutions, contracts, local laws and other related documents.

The Secretary to the County Attorney is appointed by the County Attorney and serves at the discretion of the County Attorney. The position is in the Exempt class under Warren County Civil Service Rules.

Warren County residency is required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and

- A) Graduation from an accredited two year college with a Legal Secretary Associate's Degree, and two (2) years of experience as a paid, full-time legal secretary or administrative assistance with municipal or public agency experience,
OR
- B) Four (4) years of experience as a full-time paid legal secretary or administrative assistant with municipal or public agency experience,
OR
- C) A combination of A and B above.

**CANDIDATES SHOULD SEND COMPLETED WARREN COUNTY APPLICATION,
RESUME AND LETTER OF INTENT TO:**

Amy Turcotte
Legal Office Coordinator
Warren County Attorney's Office
1340 State Route 9
Lake George, New York 12845

Warren County is a EOE/AA employer
Applications are being accepted until October 18, 2026
Applications may be obtained at: www.warrencountyny.gov/civilservice