position in the position in s including a s the municipa furnish a cen proposed po position sha	Law, Section 22: Certification for positions. Before any new ne service of a civil division shall be created or any existing uch service shall be reclassified, the proposal therefore, statement of the duties of the position, shall be referred to al commission having jurisdiction and such commission shall tificate stating the appropriate civil service title for the sition or the position to be reclassified. Any such new Il be created or any such existing position reclassified only approved and certified by the commission. Effective 1978	
1. Depar	tment Assessor Bureau, Division, Un Tow	it or Section Location of Position n of New Paltz Town Hall
		ve a clear word picture of the job. Use a separate paragraph for each kind s first. In the left column, estimate how the total working time is divided.
	Job Title:	
Percent of Work Time	Job Duty	
	(Attach additional sheets if more space is needed))

3. Names and Titles of Persons Supervisir	. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)			
Name	Title	Type of Supervision		
4. Names and Titles of Persons Supervise	Names and Titles of Persons Supervised by Employee in this position			
Name	Title	Type of Supervision		
 Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position 				
Name	Title	Location of Position		
6. What minimum qualifications do you thi	nk should be required for this position?			
Education: High School Years				
College College	Years, with specialization in Years, with specialization in			
Experience: (list amount and type)			
Essential knowledge, skills and abilities:				
Type of license or certificate requi				
7. The above statements are accurate and complete.				
Date: Title:	Signature:			
	of Personnel Officer/Civil Service Commission			
8. In accordance with the provisions of Civil Service Law Section 22, the Personnel Officer/Civil Service Commission certifies that the appropriate civil service title for the position described is:				
Title:				
Jurisdictional Classification:				
Date: Signature:				
Action by Legislative Body or Other Approving Authority				
9. Creation of described position				
	Approved			
	Disapproved			
Date:	Signature: Officer/Civil Service Commission			