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Contract Database Metadata Elements

Title: **Johnson City, Village of and Village Administrative Support Unit (2007)**

Employer Name: **Johnson City, Village of**

Union: **Village Administrative Support Unit**

Effective Date: **06/01/07**

Expiration Date: **05/31/08**

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NYS PUBLIC EMPLOYMENT
RELATIONS BOARD
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JUL 31 2008

COUNSEL

COLLECTIVE BARGAINING AGREEMENT
BETWEEN
THE VILLAGE OF JOHNSON CITY, BROOME COUNTY, NEW YORK
AND
THE VILLAGE ADMINISTRATIVE SUPPORT UNIT

TERM: JUNE 1, 2007 TO MAY 31, 2008

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COLLECTIVE BARGAINING AGREEMENT BETWEEN THE VILLAGE OF JOHNSON CITY,
BROOME COUNTY, NEW YORK, AND THE VILLAGE ADMINISTRATIVE SUPPORT UNIT.

THIS AGREEMENT, made this _____ day of _____, 2007, by and between THE VILLAGE
OF JOHNSON CITY, BROOME COUNTY, NEW YORK, hereinafter referred to as (*Village*) and
the VILLAGE ADMINISTRATIVE SUPPORT UNIT
(hereinafter referred to as (*Unit*)).

WITNESSETH:

ARTICLE I: ASSOCIATION RECOGNITION

- A) The Village recognizes The Unit as the sole and exclusive representative for all
Administrative Support Unit personnel (hereinafter referred to as Members)

- B) Administrative Support personnel are defined as those employees of the Village holding the
Civil Service job title of Typist, Receptionist/Typist, Stenographic Secretary, Senior Clerk,
Account Clerk, Account Clerk/Typist, Senior Typist, Computer Services Assistant, Senior
Account Clerk, Senior Account Clerk/Typist, and the appointed employees with the title of
Clerk to Justice.

- C) The Unit affirms that it will not assert the right to strike against the Village, to
assist or to participate in any strike, or impose an obligation upon its members
to conduct, assist, or participate in such a strike.

ARTICLE II: SALARY AND PROMOTION

- A) As of June 1, 2007 and continuing through and including May 31, 2008, the base salaries
of current Unit members shall be as set forth within ~~Exhibit "A"~~. (Exhibit "A" does not
include longevity pay or educational incentive pay)

- B) A Unit member who becomes eligible for an upgrade in title after successfully passing
Either a promotional or a competitive civil service examination and is thereafter appointed
to an open position shall receive the entry level salary of the established title or an increase
of \$750.00, whichever is greater.

C) No new or additional job titles shall be established without written notice to the Unit, or if an existing title is being offered for promotional consideration, current members shall be notified of said new position and may take a promotional Civil Service examination for said position, if eligible.

D) WAGES AND INCREMENTS

1. (a) For the contract year June 1, 2007 through May 31, 2008 there will not be an increase to the base salaries which are listed in Exhibit B.

2. New Hires:

Starting entry salaries for the Administrative Support Unit shall be as set forth in Exhibit "B" of this contract. Newly hired employees will not be entitled to negotiated wage increases until they have been employed with the Village for a continuous period of one full year. Upon the one year anniversary date of initial employment, said employee will be entitled to a pro rata share of the negotiated increase dependent upon the month of hire. If, however, the starting salary for the entry level position is increased during the first year of employment and prior to the one year anniversary date of hire, then such person shall be entitled to receive the higher salary or the pro rata share of the negotiated increase applicable to all bargaining unit members, whichever is higher.

3. Performance Evaluations

Performance evaluations shall continue to be conducted by the Department Head consistent with the practices and policies established between the Village and Administrative Support Unit. The parties agree and understand that performance evaluations are an important tool for bettering communications within the work place and in the absence of the prior salary schedule, are not intended for the advancing of Unit employees along the prior salary schedule steps. Evaluations will be held between May 1st and May 31st. It is agreed and understood however, that any employee receiving a negative evaluation will be re-evaluated within a three (3) month period following the commencement of any fiscal year.

ARTICLE III: HOURS OF WORK. OVERTIME. HOLIDAYS. VACATION

A) Schedule of working hours: For the Employees/Unit members it shall be as follows:

Monday through Friday: 8:30 AM to 5:00 PM, or flex-time hours may be worked as approved by the Department Head/Supervisor. Such flex-time hours would fulfill the 7 ½ hour day. There will be a one hour lunch period.

Summer hours: July 1 through August 31; Hours 8:30 AM to 4:30 PM.

- B) Overtime or Compensatory time: All Employees/Unit members covered by this contract shall receive overtime and/or compensatory time at the rate of time and one-half the normal rate for the time worked in excess of 40 hours, Monday through Friday. Employees/members will work overtime when requested unless they have a valid reason. All overtime and excuses from working overtime shall be subject to the Supervisor's approval. The election of being paid overtime or compensatory time shall be at the employee's option, in any of the designated job titles in Article I, Section B. Members shall be paid straight time for the first ½ hour worked beyond the regularly scheduled work day.

A minimum of one (1) hour of overtime or compensatory time will be paid for anyone called in at a time other than their regularly scheduled working hours if such member does not otherwise receive remuneration for performing said duties.

- C) Holidays: The Administrative Support Unit shall receive the following thirteen (13) Holidays, which are presently recognized by the Village of Johnson City, for the length of the contract for each fiscal year.

- | | |
|------------------------------------|--|
| 1. New Year's Day | 8. Columbus Day |
| 2. Martin Luther King Day: Floater | 9. Election Day: Floater* |
| 3. PRESIDENTS' DAY | 10. Veterans Day |
| 4. Good Friday/Easter Holiday | 11. Thanksgiving Day |
| 5. Memorial Day | 12. Friday after
Thanksgiving Day** |
| 6. Fourth of July | 13. Christmas Day |
| 7. Labor Day | |

*Unit members shall work on Election Day in order to receive Christmas Eve Day off as a Holiday. Exception: When Christmas Eve Day occurs on a Saturday or Sunday then Election Day will be recognized as a Floater Holiday.

**In order to receive the Friday after Thanksgiving Day off as a Holiday, the Unit will work on Lincoln's Birthday.

If a Holiday falls on a Saturday, then the preceding Friday shall be a paid Holiday. If a Holiday falls on a Sunday, then Monday shall be a paid Holiday. If a Holiday falls within an employee's vacation period, the employee shall be granted an extra day for the Holiday, and this day off will be given at the discretion of the Department Head. If additional Holidays are granted to other Village employees, the same additional Holidays will be granted to the Administrative Support Unit.

D) Vacations:

Vacations shall be granted to each full-time Employee/Unit member in each fiscal year. Vacations shall consist of ten (10) days after one (1) year of service; (5) of these (10) days may be taken after 6 months of service; fifteen (15) days after five (5) years of service; twenty (20) days after (10) years of service; and twenty-five (25) days after fifteen (15) years of service; and one (1) additional day for each year after twenty (20) years of service not to exceed six (6) weeks total. Vacation time shall not be cumulative, nor shall an employee receive more than the above scheduled vacation in any one fiscal year.

- 1) Up to ten days of unused vacation will be paid to the employee pursuant to a vacation buy back provision adopted by the Village. Pursuant to this provisions an employee may elect to work instead of taking the vacation time off and receive a bonus payment during the second pay period in the months of June, November and May of any fiscal year.
- 2) Employees opting to sell-back vacation to the Village will be prohibited from carrying-over any unused vacation from one fiscal year to the next.
- 3) Employees electing to carry-over unused vacation may carry no more than ten (10) days from one fiscal year into the next fiscal year provided that all carry-over vacation days are used by the employee no later than April 15 of any year.
- 4) The first ten days of vacation time shall be granted on the basis of seniority, upon approval of the Department Supervisor and based on the needs of the Village. Employees may be allowed to use vacation on a half day basis.

ARTICLE IV: LEAVE - LONGEVITY PAY - EDUCATIONAL INCENTIVES

A) Leave

- 1) Sick Leave -

- (a) Members shall accumulate one sick leave day per month of full time employment. Such leave shall be accumulated up to 300 days. Sick leave shall be earned from the first day of full-time employment.
- (b) Any member covered by this agreement incurring any non-service connected sickness or disability which renders such member unable to perform his or her duties shall receive sick leave with pay, or may elect to receive disability insurance benefits at said member's option.
- (c) A member, while on paid leave, will be deemed to be on continued employment for the purpose of computing all benefits referred to in the contract and will be construed as days worked specifically. Once all accumulated paid time off has been exhausted, contract benefits shall become the responsibility of the member (pursuant to the provisions of COBRA in the case of health insurance benefits.) This provision shall not apply to members unable to work due to a worker's compensation injury or during the twelve (12) week period covered by the Family and Medical Leave Act or the 26 week period covered under N.Y.S. Disability law. All members out of work due to medical or other leaves of absence shall be required to continue to make payment to the village for the appropriate health insurance contributions during such leave.
- (d) A member absent in excess of three (3) consecutive days for reasons of illness, may be required to produce a Doctor's certificate stating the illness incurred, and that the employee is either able or unable to return to work.

2) Option to Receive Pay in Lieu of Sick Time

Any member, regardless of date of hire, shall be eligible, after the accumulation of one hundred thirty (130) days of sick time, to elect to receive pay for additional sick leave days in lieu of accumulating them. In no event, however, shall more than twelve (12) days of sick leave be paid to a member in any one fiscal year. On or before May 1 of each year, the Department Head shall advise each member of the total number of sick leave days that have been accumulated by such members through the end of April of that year. At such time, such member shall have the option of electing to be paid for up to twelve (12) sick days in excess of one hundred thirty (130) days of sick time, pursuant to the terms stated above, or not. Such options shall be exercised by each member prior to May 15 and each member's option shall be made known to the Department Head prior to that date. In the event a member opts to be paid for sick days in accordance with the terms herein, payment shall be made to the member in one lump sum on the last pay period in May of that year. In the event the member does not elect to receive pay for sick days, they shall continue to accumulate until a maximum of three hundred (300) sick leave days is reached. Any sick leave days for which a member receives

pay pursuant to the terms herein, shall be deducted from the total number of sick leave days accumulated by such member and shall no longer be available for use in the event of a non-service connected illness.

3) Unused Sick Leave

The Village of Johnson City agrees to pay a Unit member for the member's unused sick leave up to and including 130 accumulated sick leave days upon retirement, or death of the member at the rate of one (1) day paid for one (1) sick day accumulated. Any accumulated sick leave days in excess of 130 days will not be reimbursed upon the retirement or death of the Unit member. In the event of the member's death, while still employed by the Village, payment of the Unit member's accumulated sick leave days, up to and including 130 days, will be made by the Village to the member's spouse or estate.

4) Bereavement Leave

In the event of death in the immediate family of an employee, the employee will be allowed up to three (3) days leave of absence with no loss of pay. Said leaves of absence may be taken in half day increments. The immediate family includes spouse, parent/step-parent, child, step-child, sister, brother, grandparent, grandchild, also: mother-in-law, father-in-law, son-in-law, daughter-in-law.

Subject to approval of the Supervisor, employees shall receive up to one day off to attend the funeral of a fellow department employee, or a near relative, such as brother- and sister-in-law, aunt, uncle, niece, nephew or cousin.

5) Personal Leave and/or Family Sick Leave

Personal leave and/or family sick leave with pay, for not more than six (6) days; to be designated in either combination. Such leave shall not exceed six (6) days in the fiscal year. The Family Sick Leave will include the immediate family, and shall not be deducted from Sick Leave Days. Personal Leave Days shall be approved in advance by the Department Head/Supervisor, and said time shall cover matters unable to be conducted during the member's working hours. Personal Leave and/or Family Sick Leave Days may be taken in half-day increments.

B) Official Leave

Employees shall be granted leave for:

- 1) Jury service.

- 2) One time per year to appear as a witness (in a non-Village related matter) pursuant to subpoena, court order or directive of an official body. (Employees will be paid their regular wages if asked to appear as a witness in a Village related matter)
- 3) One time per year to take New York State Civil Service exams.
- 4) To serve with the National Guard or Military Reserve.

This time shall not be deducted from sick leave or personal leave.

C) Longevity Pay

Full-time employees, whether regular or provisional, who have continuous service with the Village, will be entitled to longevity pay according to the following schedule:

<u>Number of Years of Continuous Service</u>		<u>Pay per Year</u>
Five		\$350.00
Ten	AN ADDITIONAL	\$400.00
Fifteen	AN ADDITIONAL	\$450.00
Twenty	AN ADDITIONAL	\$450.00

Payment to be made on the anniversary date of employment in a permanent full-time position: Total longevity not to exceed \$1,650.00.

An employee who is voluntarily separated from the Village's employment will lose all time that may have been accumulated toward longevity. If discharged or terminated for just cause, there will be no accumulation of time toward longevity pay. An employee who is granted a leave of absence from employment to complete their education or due to ill health or pregnancy, shall retain the time accumulated prior to the leave of absence, and shall commence accumulating time upon their return to employment.

D) Educational Incentives

- 1) An increase in salary of \$150.00 per year will be granted those employees who obtain credit for one year of college course work pertaining to the secretarial practices, accounting, business management, or computer sciences.
- 2) An increase in salary of \$275.00 per year will be granted to those employees who receive a two year college degree in courses pertaining to the secretarial practices, accounting, business management, or computer sciences.
- 3) An increase in salary of \$450.00 per year will be granted to those employees who receive a Bachelor's Degree in secretarial practice, accounting, business management, or computer sciences.

In addition, the Village will reimburse the cost of tuition and books to Unit members, who successfully complete courses relative to their employment.

ARTICLE V: RETIREMENT - HOSPITALIZATION/MEDICAL/DISABILITY INSURANCE - DEATH BENEFITS

- A) Retirement - Employees/Unit members covered by this agreement will be covered by the retirement plans presently in effect and funded by the Village, specifically those plans adopted pursuant to the provisions of the New York State Retirement and Social Security Law, Sections 75-e, 75-g, and 75-i.

The Village agrees to provide the Employee/Unit Members covered by this agreement, pursuant to Section 333 of the Retirement and Social Security Law, the guaranteed death benefit. In the case of an employee's death, while employed by the Village, such employee's spouse or estate shall receive any and all earned Holidays and unused vacation time pay, for the remainder of the fiscal year. This payment shall be made within 90 days of the death of the employee.

SECTION 125 FLEXIBLE BENEFITS PLAN

The Village agrees to provide at no cost to members a "pre-tax Premium plan" covering required health insurance co-payments and commencing January 1, 1997, to make available to unit members at no cost to the member a "Flexible Spending plan" providing for a dependent care reimbursement account and a medical care reimbursement account as provided for in the Internal Revenue Code of the U.S.A.

B) Health/Medical Insurance:

1) Active Member Coverage:

- (a) Blue Cross, Blue Shield, and Major Medical insurance coverage shall be furnished to all members of the Administration Support Unit under a Group plan, and premiums subject to the co-pay provided for herein shall be paid by the Village, including premiums for coverage of dependents.
A co-pay prescription plan of two/seven dollars (\$2/\$7) for all members and their dependents is covered by this agreement.
- (b) The Village shall provide members and their dependents dental insurance including basic, supplemental basic and orthodontic and periodontic options. The cost of this dental plan will be split; with one-half paid by the Village and one-half paid by the Unit member. A member's required contribution for this purpose shall not be increased by more than 10% above the previous year's contribution in any one year of the agreement.

- (c) (1) All members of the Unit hired prior to June 1, 1996 shall contribute to the total premium costs of the Blue Cross/Blue Shield medical insurance coverage (or comparable plan) on a co-payment basis with the Village of Johnson City in the amount of 7.5%. Such payments will be made by each member [*Insurance base is defined as each member's individual or family plan based upon yearly select Blue Cross/Blue Shield (or comparable) rates] on a bi-weekly payroll deduction from his/her gross payroll. There shall be a maximum cap co-payment of \$30.00 per bi-weekly pay for each active member.
- (2) For all members hired by the Village after June 1, 1996 the co-pay shall be 15% of the insurance base up to a maximum co-pay per bi-weekly pay period of \$42.50.
- 2) Retiree and Dependent Coverage: Upon retirement of a Unit member; Blue Cross, Blue Shield and Major Medical insurance shall be continued under the group plans with the Village paying 100 percent of the premium cost for any member who retires from the village's service during the term of this agreement with at least ten (10) years of continuous service with the village. Otherwise, all members retiring from the village's employ will contribute the sum of fifty (\$50.00) per month to the cost of health insurance premiums. In the alternative, members retiring from the village's employ may choose fully paid health insurance benefits for a period of five (5) years from the date of retirement. A member may choose to use all or a portion of her accrued sick time to pay all or a portion of the contributions in this regard (up to a maximum of 130 days). This insurance coverage will remain in effect until the employee and spouse die, or the employee dies, and the spouse re-marries.
- 3) Member/Optional Plan: If an employee is eligible to be covered under another health insurance program and he or she elects not to be insured by the Village, the Village shall pay the member \$80.00 per pay period in lieu of the member's participation in the Village's health plan. Proof of such alternate health insurance will be required to: (1) be eligible to receive this payment and (2) make certain that the members and their families receive adequate health care. In the event that such member ceases to be eligible for continued coverage under their alternative health plan, or the member requests to join the plan provided by this contract, the \$80.00 bi-weekly payment shall cease. However, the Village shall pay such member an amount not to exceed the then current bi-weekly cost of the plan provided by this contract directly to the member for the purpose of continuing the member's alternative health insurance plan under a conversion contract until the member rejoins the Village health plan provided under this contract.
- 4) Upon thirty (30) days written notice to the Unit, the Village may present an

alternative Health plan, providing equivalent or better coverage than the current plan, or, any cost-saving measures which do not directly affect benefit levels to the Unit for consideration and negotiation. It is expressly agreed and understood that no changes can be implemented without the express consent and approval of each party.

NYS DISABILITY INSURANCE - The Employer and the Employee shall contribute to the cost of providing NYS Disability Insurance. The Employee's contribution shall be \$.60 per week or the maximum employee contribution rate allowed under the law. If during the term of the agreement the legislature increases the maximum employee contribution, the parties agree to reopen the issue of employee contribution for negotiation.

ARTICLE VI ADDITIONAL BENEFITS

- A) Layoff-Consolidation-Elimination of Jobs: When an employee is laid off due to a reduction in the work force, consolidation of jobs, or elimination of a job; he or she shall be permitted to exercise seniority rights to bump.

Employees may bump any other employee in the same or lower job, providing bumping employee has greater seniority time than the person being bumped and is able to do the work with a minimum of re-training.

- B) Personal Effects Replacement

The Village of Johnson City agrees to reimburse the members for eyeglasses or contact lenses damaged while in the performance of their duties, excluding eye examinations. Circumstances involving eyeglass or contact lens damage shall be reviewed by the Department Head/Supervisor before any payment is authorized. The employee shall submit a written report regarding the incident. Any reimbursement for eyeglasses or contact lenses damaged in the performance of duties shall not be counted against a member's "Eye Care" benefit as set forth below in "C".

- C) Eye Care

The Village of Johnson City agrees to pay each member a payment of \$1,300.00 each during the term of this agreement. This payment will be made with the first abstract in July 2007. In the absence of a new contract agreement on June 1, 2008, the Village agrees to revert to the previous payment of \$300.00 per member. Payment to be made with the first abstract in July 2008.

ARTICLE VII: TERM OF CONTRACT

This contract shall expire May 31, 2008.

ARTICLE VIII: AMENDMENTS TO THE AGREEMENT

No amendments or alterations of this agreement shall be binding unless they are in writing and signed by the Village, and by all duly authorized representatives of the Employee/Unit members.

ARTICLE IX: LEGISLATIVE ACTION

It is agreed by and between the parties that any provisions of this agreement requiring legislative action to permit its implementation by amendment or law, or by providing the additional funds therefore, shall not become effective until the appropriate Legislative Body has given approval.

ARTICLE X: RELEASE TIME FOR NEGOTIATING MATTERS

The Village shall agree that during working hours, on Village premises, the Negotiating Committee Representatives will be allowed release time with pay for matters pertaining to Administrative Support Units contract, and that such release time shall be within reason to cover negotiating meetings, and the transmission of communications relevant to contract matters. The Department Head/Supervisor will be advised in advance of the time needed for the aforementioned.

The meeting time will be limited to one (1) meeting per week during the negotiating period.

The Negotiating Committee is also designated as the Unit Grievance Committee.

ARTICLE XI: DISCIPLINE AND DISCHARGE

(1) Disciplinary action or measure shall include only the following:

- Oral reprimand
- Written reprimand
- Suspension
- Discharge

When any disciplinary action or measure is taken as outlined above, the Grievance Committee will be notified of the action taken, in writing, within two (2) days of presentation to the employee involved. The Employer and the Grievance Committee both subscribe to the principle of progressive disciplinary action.

(2) The employer shall not discharge or discipline an employee without just cause.

- (3) Disciplinary action may be imposed upon an employee for the following reasons:
- a. Failure to report for duty at the time and place of duty without a reasonable excuse.
 - b. A pattern of absenteeism which results in a low staff situation.
 - c. Leaving a place of duty or assignment without proper authorization.
 - d. Failure to report an absence or illness or other reasons to Employer's office within one hour after the scheduled reporting time.
 - e. Failure to fulfill the responsibility of her/his job classification.
 - f. Violation of any work rules established as per provisions of this agreement.
 - g. Misconduct before the public while on duty.
 - h. Theft of Village property.
 - i. Falsification of a leave request.
 - j. Negligence in the operation of Village equipment resulting in damage.
 - k. Any acts of insubordination.
 - l. Reporting to work under the influence of alcohol or drugs.
 - m. Acts of violence committed on Village property against other Village employees or citizens, or any harassment or threats of violence towards the same.
 - n. Conviction of a crime impacting employee's fitness for continued employment with the Village or requiring incarceration.
 - o. Violation of any published Village policy.
 - p. Breach of any obligation of confidentiality.

(4) If the employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or in public.

(5) In any case of discipline or discharge, the employee and the Grievance Committee shall be notified in writing of the specific reasons for such disciplinary action being imposed and the proposed penalty. The notification to the Grievance Committee shall be done

within two (2) days of notice to the employee. The disciplined employee, upon request, will be allowed to discuss her/his discharge or discipline with the Grievance Committee representative before she/he may be required to leave the premises.

GRIEVANCE PROCEDURE

Any grievance or dispute which may arise between the parties pertaining to the application meaning or interpretation of this Agreement or a grievance as defined in Article 16 of the General Municipal Law shall be settled in the following manner.

(1) The designated group representatives and the employee, may discuss the grievance or dispute with the Mayor and a representative from the applicable Village Board Committee within five (5) work days of the occurrence of the grievance or within five (5) work days of the representatives knowledge of the occurrence. With the exception of matters relating to pay, a grievance may not be considered for processing after thirty (30) days have elapsed from the time the alleged grievance occurred. The Mayor and Committee representative shall reply within two (2) work days. If, within two (2) work days, the reply of the Mayor and the Committee representative is not satisfactory or no reply is forthcoming, then;

(2) The Group representatives may, within five (5) work days of when the answer of the Mayor and Committee representative is due, submit the grievance to the Village Board of Trustees. The Board of Trustees shall reply within three days from the date such grievance was submitted to them. If, within three (3) work days, the reply of the Board of Trustees is not satisfactory or no reply is forthcoming, then;

(3) Either party may refer the matter to an impartial arbitrator mutually agreed upon by both the Group and the Employer to determine the dispute. The arbitrator proceedings shall be conducted by an arbitrator to be selected by the Employer and the Group within seven (7) work days after notice has been given. The New York State Public Employment Relations board shall be requested by either or both parties to provide a panel of impartial arbitrators from which both the Employer and the Group shall make a selection in accordance with the Board's rules of procedure. Upon the hearing of testimony and argument, the arbitrator shall be required to render his/her determination within thirty (30) days of such hearing.

(4) The decision of the arbitrator shall be final and binding on both parties of this Agreement. The fees of the arbitrator shall be shared equally by the Group and the Employer.

(5) It is expressly agreed and understood that the Arbitrator shall have no power to extend the term of any employee appointed to serve a fixed term of office represented by this Unit beyond the period of time for which such appointment is made.

(6) The arbitrator shall have no power to amend, modify or delete any provisions of this Agreement, or to render any decision which conflicts with the law, ruling or regulation binding upon the Board or the Group which is not specifically set forth in this Agreement.

EXHIBIT B

ADMINISTRATIVE SUPPORT UNIT

STARTING SALARIES FROM JUNE 1, 2007 TO MAY 31, 2008

	Clerk to Justice Typist Receptionist/Typist Stenographer Senior Clerk	Account Clerk Account Clerk/Typist	Senior Typist Computer Services Assistant	Senior Account Clerk/Typist
June 1, 2007	\$19,791.48	\$20,463.40	\$21,014.01	\$24,176.25

EXHIBIT A
ADMINISTRATIVE SUPPORT UNIT
JUNE 1, 2007 To MAY 31, 2008

EMPLOYEE	TITLE	HIRE DATE	JUNE 1, 2007-08
BEVAN, JODI	ACCOUNT CLERK	08/14/00	21,963.00
CAHILL, DONNA	SENIOR ACCOUNT CLERK/ TYPIST	06/22/73	42,611.00
CARO, ROSE	COMPUTER SERVICES ASSISTANT	10/27/86	30,883.00
COUGHLIN MARYANN	ACCOUNT CLERK/TYPIST	02/07/97	23,623.00
DARLING, LORI	SENIOR ACCOUNT CLERK	03/27/07	24,176.25
DEPUGH, MARY BETH	ACCOUNT CLERK/TYPIST	05/11/07	20,463.40
DEYO, DIANE	SENIOR TYPIST	03/06/02	21,871.00
KENNERUP, CINDY	SENIOR ACCOUNT CLERK/ TYPIST	02/23/95	27,358.00
MALCOLM, JOYCE	TYPIST	06/01/01	20,649.00
SALVA, DIANE	ACCOUNT CLERK/TYPIST	03/23/98	22,712.00
SCHULTZ, LAURA	SENIOR ACCOUNT CLERK/ TYPIST	11/03/94	25,698.00
TREIBER BONNIE	ACCOUNT CLERK/TYPIST	03/11/98	23,623.00

EXHIBIT A
ADMINISTRATIVE SUPPORT UNIT
JUNE 1, 2007 To MAY 31, 2008

EMPLOYEE	TITLE	HIRE DATE	JUNE 1, 2007-08
DELAMATER, LEAH	CLERK TO JUSTICE	02/27/06	19,791.00
GALLAGHER, RACHELLE	CLERK TO JUSTICE	02/22/05	19,791.00
	(SENIOR CLERK STATUS)		1,000.00

THAT THE COLLECTIVE BARGAINING AGREEMENT WITH THE ADMINISTRATIVE SUPPORT UNIT FOR FISCAL YEAR JUNE 1, 2007 THRU MAY 31, 2008 AS CONTAINED THEREIN, AND IN WITNESS THEREOF, THE PARTIES HAVE CAUSED THIS AGREEMENT TO BE EXECUTED BY THEIR DULY AUTHORIZED REPRESENTATIVES.

THE VILLAGE OF JOHNSON CITY

By: *Harry G. Lewis* Dated: *5/29/07*
Harry G. Lewis, Mayor

By: *Thomas R. Augustini* Dated: *5/29/07*
Thomas R. Augustini
Village Clerk-Treasurer

THE ADMINISTRATIVE SUPPORT UNIT

By: *Donna M. Cahill* Dated: *5/29/07*
Donna M. Cahill
Representative

By: *Cindy Kennerup* Dated: *5/29/07*
Cindy Kennerup
Representative

Exhibit C

DRUG AND ALCOHOL POLICY

ADMINISTRATION SUPPORT UNIT

WHEREAS, the use of alcoholic beverages and/or illegal drugs while on duty constitutes a threat to the health and safety of fellow employees and general public; and

WHEREAS, the Drug Free Workplace Act requires the Village of Johnson City, if it is a direct recipient of a federal grant, to certify that it will provide a drug-free workplace as defined in the Act; and

WHEREAS, it is in the best interest of the public and of the employees to provide a clearly delineated and uniform drug and alcohol policy;

A. All employees are forbidden to use or possess alcohol or illegal drugs at any time during an employee's working hours.

B. Further, workers are forbidden to engage in any use, sales or other transactions involving illegal drugs at any time during an employee's working hours.

C. Should the Village, Mayor and the employee's respective department head and immediate supervisor have a reasonable suspicion that an employee is in an impaired or intoxicated condition during working hours, he may mandate that the employee be tested for drug and/or alcohol levels. If the employee is found to be impaired or intoxicated or if the employee refuses to be tested, he may be subject to immediate disciplinary action, including discharge. If the test reveals no impairment or intoxication, he will return to his shift without any loss of time and salary. The test procedures shall be subject to the following terms and conditions:

1. The privacy rights of the employees are of paramount concern to the parties. Accordingly, the testing process, including the disposition of test results, shall be conducted in a confidential manner designed to protect the personal privacy of the employee and the results of any such test or tests shall remain confidential to the fullest extent permitted by law.
2. Drug and/or alcohol testing shall be provided by the Village at a bona-fide testing facility certified by such state and/or federal agencies having the jurisdiction and authority to certify drug and alcohol test laboratories. Both the initial and confirmatory tests shall be provided at the employer's expense.
3. All positive drug test specimens shall be subject to a confirmatory second test at the employer's expense. The confirmatory drug test shall use gas chromatography/mass spectrometry (GC/MS) techniques or such other techniques which may be developed at a future date and become the accepted norm for

There shall be no penalty imposed under this policy as to any employee whose positive test was a result of his/her use of a controlled substance pursuant to a bona-fide medical treatment prescribed by a licensed physician.

E. The drug testing performed pursuant to this policy is intended for Village administrative and personnel purposes only and the results of such tests will not be used against the employee by the Village in any civil or criminal proceedings. (This exclusion shall not apply to any test results obtained by an authorized police agency performing such tests in accordance with its statutory authority under the laws of the State of New York).

F. Employees working directly with federal funds and subject to the Drug Free Workplace Act will receive an additional policy sheet governing the Act's requirements.

G. The employer shall call the designated ASU representative(s) who shall be present at the drug or alcohol testing site within one hour after the incident. Should a representative of the ASU either be unavailable, unreachable or fail to appear within the aforesaid hour, then the employee shall be required to take the required test, or be subject to disciplinary action, including discharge.

H. Disputes including the application or interpretation of this policy shall be subject to the grievance and arbitration provisions of this Collective Bargaining Agreement.

confirmatory drug tests.

4. An employee shall not be considered as having tested positive for drugs unless he exceeds the applicable level for both the initial and confirmatory tests. The drugs or classes of drugs, for which employees will be tested, as well as the initial and confirmatory positive/negative test levels, are:

DRUGS	Initial Test Level ng/ml	Confirmatory Test Level ng/ml
Marijuana metabolites	100	15
Cocaine metabolites	300	150
Opiate metabolites	300	
Morphine		300
Codeine		300
Phencyclidine	25	25
Amphetamines	1,000	
Amphetamines		500
Methamphetamines		500
Barbiturates	300	200
Methaqualone	300	200
Benzodiazepines	200	200

5. Positive specimens shall be preserved by the laboratory for a period of six (6) months and shall be made available, upon written request, to the employee and/or his/her employee organization for purposes of conducting an independent laboratory analysis at the expense of the employee and/or his/her employee organization.

6. An employee shall not be considered as having tested positive for alcohol unless he exceeds the legal limit as set forth in the New York State Vehicle and Traffic law.

D. An employee violating this policy may be subject to disciplinary action, including discharge as provided by the Collective Bargaining Agreement; however, employees testing positive for the first time shall not be subject to disciplinary action provided that he/she enrolls in a bona-fide rehabilitation program and successfully completes the prescribed course of treatment thereunder. During any such rehabilitation program where the employee is admitted on an inpatient basis, the employee shall be required to first use his/her earned accumulated leave credits and, upon the exhaustion of such leave credits, shall be allowed to take an unpaid leave of absence for the duration of the treatment program.

RESOLUTION #121

Motion by Trustee Adams – seconded by Trustee Jones to approve Request-for-Modification (RFM) 5A-0004 (revised) for Phase III – Contract 5A – General with C.O. Falter Construction for a By-Pass Pumping and a Wet Tap at the Terminal Pump Station Pumps at an additional cost of \$10,075.12 with reimbursement being submitted to FEMA/SEMO.

Board members polled
Motion carried

Ayes 5 Nays 0

RESOLUTION #122

Motion by Trustee Balles – seconded by Trustee Jones to approve Request-for-Modification (RFM) 3A-0046 for Phase III – Contract 3A – General with C.O. Falter Construction for the removal of a 24-inch Blind Flange at an additional cost of \$1,057.68.

Board members polled
Motion carried

Ayes 5 Nays 0

RESOLUTION #123

Motion by Trustee Balles – seconded by Trustee Jones to close Willboro Alley on July 8, 2007 in order for Giblin's to utilize space for outdoor cooking as a result of their annual Golf Outing.

Board members polled
Motion carried

Ayes 5 Nays 0

RESOLUTION #124

Motion by Trustee Balles – seconded by Trustee Jones to ratify the Collective Bargaining Agreement between the Village of Johnson City and the Administrative Support Group through May 31, 2008 as presented by the negotiating team.

Board members polled
Motion carried

Ayes 5 Nays 0

RESOLUTION #125

Motion by Trustee Balles - seconded by Trustee Jones to support the production of the C-17 Aircraft by Boeing with BAE in Westover playing an integral part of that production line.

Board members polled
Motion carried

Ayes 5 Nays 0

RESOLUTION #126

Motion by Trustee King – seconded by Trustee Adams to approve the request from K.Y.D.S Coalition to utilize CFJ Park on August 23, 2007 from 5:30PM to 7:30PM with no park use fee.

Board members polled
Motion carried

Ayes 5 Nays 0

CLERK TO JUSTICE

DISTINGUISHING FEATURES OF THE CLASS: This is an important clerical work involving responsibility for keeping records and recording all legal matters pertaining to the office of a town or village court. The work involves public contact with attorneys, the general public and the Office of the District Attorney in connection with court procedures. The work is performed under the general supervision of the Justices. Does related work as required.

TYPICAL WORK ACTIVITIES:

Enters and files all instruments in local criminal court;
Keeps records of all convictions and issues reports to proper bureaus;
Makes monthly reports of all criminal actions to the Office of Court Administration;
Makes monthly reports to the New York State Department of Audit and Control;
Answers communications and performs a variety of related legal clerical duties;
May take minutes of hearings and the evidence at trials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment;
Good knowledge of court procedures and of legal documents;
Good knowledge of business arithmetic and English;
Ability to follow complex oral and written directions;
Ability to prepare correspondence and reports;
Good address;
Good judgment;
Initiative;
Integrity;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

R712 6/8/04

Non-Competitive

TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for the accurate performance of a wide variety of routine typing and clerical duties. Specific duties vary with the needs of the department. This position differs from Senior Typist because the duties performed are less complex and/or exclude supervisory responsibilities. The work is performed under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a typewriter from clear copy or longhand copy;
Types reports involving tabular material or columns of figures;
Answers routine mail using form letters;
Answers telephone, takes messages and refers telephone calls to other departments or agencies when necessary;
Greets callers and/or visitors;
Performs simple office duties such as setting up meetings, scheduling appointments and taking messages;
Performs routine clerical duties such as filing, opening and distributing mail and ordering office supplies
Operates office machinery such as calculators, copy machines and personal computers;
May type minutes of meetings.

FULL PERFORMANCES KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment;
Working knowledge of business arithmetic and English;
Ability to type accurately from clear copy or rough draft at a rate of 35 words per minute;
Ability to understand and follow oral and written instructions;
Ability to communicate effectively both orally and in writing;
Ability to maintain neat and legible records;
~~Ability to establish efficient working relationships;~~
Accuracy;
Courtesy;
Tact;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

R762 7/26/99

COMPETITIVE

RECEPTIONIST - TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves screening all incoming requests for information either in person or by telephone and giving routine information, or directing requests to proper staff members. Work is performed under general supervision in accordance with established policies permitting some leeway for the exercise of independent judgment. This position is similar to Receptionist but differs in that a Receptionist - Typist spends a substantial amount of time operating an alphanumeric keyboard such as a typewriter, word processor or personal computer. Supervision over the work of others is not a function of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives callers and visitors, ascertains their business and refers them to the appropriate persons on the staff;
Screens and directs calls, and accepts and channels messages;
Opens, sorts and distributes incoming mail and meters outgoing mail;
Accepts and schedules appointments;
Prepares and maintains a variety of records and reports;
Types forms, form letters, transcripts, invoices, vouchers, records, reports, letters and memoranda;
May photocopy a variety of information packets for distribution;
May occasionally perform general clerical work for the office staff; Operates calculator, computer terminal, typewriter and other related office equipment;
Acts as a telephone operator.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures, and equipment;
Working knowledge of business arithmetic and English;
Ability to understand and carry out complex oral and written directions;
Ability to deal courteously with the public both in person and on the telephone;
Ability to effectively secure the cooperation of others;
~~Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; Ability to perform close, detail work involving considerable visual effort and strain;~~
Tact;
Courtesy;
Good judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

STENOGRAPHIC SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for independently performing complex clerical operations and for relieving the head of a department or major division of administrative details by arranging conferences, and relieving the official of contacts which should properly be made with subordinate officials. The class is distinguished from Secretary in that a Stenographic Secretary takes and transcribes dictation as a major responsibility of the job. The work calls for the frequent exercise of independent judgement in giving out information regarding departmental policies and practices, and in planning the routine of the office. The correspondence duties of these employees are distinguished by the fact that most letters and releases of a routine recurring nature are composed personally. Employees in this class work under general supervision, receiving detailed instructions only where policies have not been determined. Only unusually important or complicated assignments are checked in detail upon completion. Employees in this class may exercise immediate supervision over the work of clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in maintaining contacts with units under an administrative official's supervision, screening material submitted by staff members for compliance with procedures and policies before forwarding it to superior for action or decision, scheduling appointments, answering a variety of inquiries by telephone and in person, and by preparing answers to correspondence for the superior's signature;

Collects information to be used as a basis for reports and memoranda, and prepares summaries and reports of various phases of the agency's program;

Maintains personal files for supervisor, and directs the operation of the files system of the agency both manual and computerized;

Receives and reads all mail addressed to supervisor, personally answering many letters, and attaching background material to that referred to supervisor for action;

Keeps complex records of activities of the agency;

Takes and transcribes important and confidential dictation;

Types correspondence, memorandum and reports and other documents using a typewriter, word processor, or personal computer;

Participates in other administrative functions such as interviewing personnel, processing of personnel and payroll records and departmental budget preparation and control;

Assigns work, furnishes guidance while work is in progress and reviews finished work of clericals;

Maintains office discipline and output;

Trains new employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment;

Thorough knowledge of business arithmetic and English;

Good knowledge of the organization and functions of the agency to which assigned;
Ability to handle routine administrative details independently, including the composition of letters and memoranda;
Ability to plan and supervise the work of others;
Ability to understand and carry out complex oral and written instructions;
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
Ability to take and transcribe dictation at an acceptable rate of speed;
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;
Ability to perform close, detail work involving considerable visual effort and strain;
Confidentiality;
Good judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in secretarial science or closely related field and two years of clerical experience in an office setting which shall have involved typing using a typewriter, word processor or personal computer and taking and transcribing of dictation; OR
- B) Four years of clerical experience in an office setting which shall have involved typing using a typewriter, word processor or personal computer and taking and transcribing dictation; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

R440 5/5/92

COMPETITIVE

SENIOR CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work involving responsibility for the performance of a variety of clerical tasks which require a general understanding of specific laws, organizational rules, procedures, and policies. Incumbents may direct and review the work of lower-level clerical employees, but regular supervision is not a responsibility of the class. This class is distinguished from Clerk by the greater complexity of tasks, the program knowledge required, the responsibility for acting as lead worker, and the exercise of independent judgement in selecting the best of a number of prescribed alternatives regarding clerical operations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews documents for accuracy, completeness, processes, and conformity with established procedures and makes appropriate determinations;

Prepares standard written responses on matters related to specific agency programs received from general public, State, and local agencies, and within agency;

Monitors agency record keeping system for proper maintenance (both manual and computerized);

Prepares numerical data operational reports on department activities;

Uses a data entry terminal keyboard and a visual screen to enter and retrieve pertinent data from computer files;

Answers inquiries in person or by telephone regarding agency programs, services or program eligibility requirements;

Maintains records for perpetual inventory, overhead expenses, maintenance, and operating costs;

Processes claims, verifies accuracy of billing, researches bills and, authorizes payment of outstanding bills;

Prepares and/or verifies the accuracy of a variety of records;

Collects fees and accounts for monies received;

Instructs new employees in specialized clerical work of unit;

May use a standard typewriter keyboard to type correspondence, records and other written materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment;

Good knowledge of basic arithmetic functions of addition, subtraction, multiplication and division;

Good knowledge of the procedures, regulations, and precedents governing the agency's clerical operation;

Ability to follow oral and written directions;

Ability to prepare narrative or tabular material on a program or segment of a program;

Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer;

SENIOR CLERK--contd.

2

Ability to perform close detail work involving considerable visual effort and strain;
Ability to articulate ideas and information effectively;
Ability to deal effectively with people;
Accuracy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of clerical experience.

Note: Education beyond high school may be substituted for experience on a year for year basis.

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. The incumbent works under direct supervision on routine assignments which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, cross-checks or by the immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account Clerks by virtue of the limited complexity of the work and lack of supervisory responsibility.

TYPICAL WORK ACTIVITIES:

Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
Verifies all calculations and codes on documents;
Posts figures to appropriate accounts either manually or through a computer, verifying all data entered;
Reconciles all entries, both debits and credits;
Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
Produces data needed for State and Federal reimbursement claims;
Receives cash payments, issues receipts;
Prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate ledgers;
May make bank deposits;
Contacts clients, vendors, etc. to obtain additional information;
Provides routine information orally or in writing in response to inquires on financial records;
Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills and correspondence;
Receives, balances and audits simple payroll time records;
Processes data either for computer or other records;
Makes computations as necessary;
Operates calculator, computer terminal and other related office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods used in keeping and checking financial records and accounts;
Working knowledge of office terminology, procedures, equipment and business English;
Ability to make arithmetic computations involving fractions, decimals and percentage accurately;
Ability to write legibly;

ACCOUNT CLERK - Contd.

2

Ability to organize and maintain accurate records and files;
Ability to understand and interpret oral instructions and/or
written directions;
Ability to perform close, detail work involving considerable visual
effort and strain;
Ability to develop effective working relationships and deal
diplomatically with the public;
Good judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of clerical experience maintaining financial accounts and records.

Note: Successful completion of coursework in accounting, business administration or closely related field at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours of related coursework as indicated above being equivalent to three months of experience.

R4

11/15/07

ACCOUNT CLERK TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. The incumbent works under direct supervision on routine assignments that are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, crosschecks or by the immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account Clerks by virtue of the limited complexity of the work and lack of supervisory responsibility. This class is similar to Account Clerk, but differs in that an Account Clerk-Typist spends a substantial amount of time operating an alphanumeric keyboard such as a typewriter, word processor, or personal computer. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;

Verifies all calculations and codes on documents;

Posts figures to appropriate accounts either manually or through a computer, verifying all data entered;

Reconciles all entries, both debits and credits;

Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;

Produces data needed for State and Federal reimbursement claims;

Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters, memoranda;

Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate account ledgers;

May make bank deposits;

Contacts clients, vendors, etc. to obtain additional information;

Provides routine information orally or in writing in response to inquiries or financial records;

Files and maintains all related records as records related to processing of payrolls, invoices, vouchers, bills and correspondence;

Receives, balances and audits simple payroll time records;

Process data either for computer or other records;

Makes computations as necessary;

Operates calculator, computer terminal and other related office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods used in keeping and checking financial records and accounts;

Working knowledge of office terminology, procedures, equipment and business English;
Ability to make arithmetic computations involving fractions, decimals and percentage accurately;
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to write legibly;
Ability to organize and maintain accurate records and files;
Ability to understand and interpret oral instructions and/or written directions;
Ability to develop effective working relationships and deal diplomatically with the public;
Good judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school (or possession of an equivalency diploma) and one year of clerical experience which must have included six months experience in financial record keeping; or
- B) Graduation from high school (or possession of an equivalency diploma), including or supplemented by coursework in accounting or bookkeeping; or
- C) Two years clerical experience which must have included six months experience in financial record keeping; or
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

PERFORMANCE TEST: Candidates who receive a passing score on the written test must also qualify on a database clerical performance test.

~~The database clerical test will consist of three parts. In Part One, you will be required to add, delete and update various records in a database. In Part Two, you will be required to look up records in a database and write down selected information from the records onto printed forms. In Part Three, the computer will present questions about the information that you wrote down in Part Two. You will enter your answers directly into the PC. Your rating (pass/fail) on this test will be based on the amount of material you complete and on the accuracy of your work. No present knowledge of these databases is necessary in order to do well on the test. The databases will be of a generic variety.~~

SENIOR TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the accurate performance of a wide variety of typing and clerical duties which require specialized knowledge of office policies and procedures and/or the supervision of a number of clerical subordinates. The work is performed under general supervision in accordance with established routines. The position differs from that of typist because the duties are more complex and/or include the supervision of others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Types from clear copy or rough draft a variety of correspondence forms, reports and records;
Independently composes and answers mail according to prescribed procedures;
Classifies files by subject with cross-referencing;
Maintains personnel records and prepares payroll adjustments;
Trains new employees by informing of department procedures and policies that relates to their work;
Operates office machines such as word processors, adding machines and copiers;
May serve as departmental contact to public and other agencies in matters where policy and procedures are defined;
May prepare simple reports and summaries;
May assign and review work of subordinates.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment;
Good knowledge of business arithmetic and English;
Working knowledge of the principles and practices of supervision;
Ability to type accurately at the rate of 35 words per minute;
Ability to remember and interpret numerous laws, rules and regulations pertinent to the activities of the department;
Ability to understand and follow oral and written instructions;
Ability to maintain satisfactory working relationships with others;
Ability to communicate effectively both orally and in writing;
Ability to prepare simple reports;
Accuracy;
Courtesy;
Tact;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school or possession of an equivalency diploma, including or supplemented by a course in typing, and one year of clerical experience involving the operation of a typewriter; or

SENIOR TYPIST--Contd.

2

- B) Two years of clerical experience involving the operation of a typewriter; or
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

NOTE: Thirty semester credit hours at a regionally accredited or NYS registered college or university in the field of secretarial sciences is equivalent to one year of clerical experience involving the operation of a typewriter.

R616 03/19/01

COMPETITIVE