



NEW POSITION DUTIES STATEMENT

CHAUTAUQUA COUNTY
DEPARTMENT OF HUMAN RESOURCES
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Section 22 of Civil Service Law authorizes the Personnel Officer of the Chautauqua County Department of Human Resources to assign the classification of position titles for all positions employed by all agencies under its jurisdiction. Agency officials must secure the certification of the Personnel Officer for all new/reclassified positions before the commencement of employment activities.

DIRECTIONS: This form is intended to gather a variety of information concerning the duties and organizational role of a new position, or a position that is being evaluated for potential changes. This form should be completed by a person who is authorized by the chief administrative officer of the agency. The person completing the form should be the one who is most familiar with the duties, requirements and organizational placement of the position(s) requested. The form should be completed electronically or by hand and sent to the Chautauqua County Department of Human Resources. The document is preferred to be received electronically via email.

1) AGENCY/COUNTY DEPARTMENT NAME:	2) NUMBER OF POSITIONS:	3) COUNTY ONLY - G/L BUDGET NUMBERS: Fund: Dept No: Sub Dept No: Proj: Sub Proj:
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4) HOW IS THE POSITION TO BE STAFFED? (Select only one) Permanently (Position without a pre-determined time limit)
 Temporary for a limited period of _____ months Seasonally for work that occurs each year from _____ through _____

5) NUMBER OF HOURS SCHEDULED PER WEEK? If this position has **NO** scheduled hours select one **below:**
 Works occasionally when additional staff is required To fill in for permanent staff who are absent on a particular day

6) ENTER THE NAME & TITLE OF PERSONS SUPERVISING THIS POSITION:

Immediate Supervisor & Title	
Administrative Supervisor & Title	

7) WILL THIS POSITION SUPERVISE ANYONE? IF YES, HOW MANY?
List Employees by Name & Title (If more than 4, list the number of workers for each title rather than names)

8) ENTER THE NAMES & TITLES OF OTHER EMPLOYEES DOING SUBSTANTIALLY THE SAME KIND OF WORK:

9) ENTER THE MINIMUM QUALIFICATIONS YOU SUGGEST SHOULD BE REQUIRED FOR THIS POSITION:

EDUCATION: (Check the minimum level of achievement below)
 High School Diploma/HSE/GED Associates (2 yrs.) Bachelors (4 yrs.) Other

WORK EXPERIENCE: (List the minimum length of experience desired in addition to the education above)
 None OR Years Months

Describe the type of desired work experience below:

DRIVER'S LICENSE: (List the type of Driver's license & endorsements required to perform the duties below)

OTHER LICENSES/CERTIFICATIONS: (List all non-driving licenses/certifications required to perform the duties below)

LANGUAGE: (List all languages required to perform the duties below)

TOOLS & EQUIPMENT: (List general types, such as office machines & hand tools used to perform the duties below)

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES: (List the MINIMUM knowledge, skills & abilities below)

