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TOWN OF NEWFANE

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RESOLUTION #45 -2026 OF THE TOWN BOARD, TOWN OF NEWFANE, COUNTY OF NIAGARA, NY

A RESOLUTION ABOLISHING THE POSITION OF TYPIST AND CREATING THE POSITION OF SENIOR ACCOUNT CLERK

WHEREAS, the Town Board of the Town of Newfane is responsible for establishing positions necessary for the efficient administration of Town government; and

WHEREAS, the Town Board has conducted a review of the current duties and responsibilities assigned to the position presently identified as **Typist** within the Town's Administrative Office; and

WHEREAS, that review has determined that the duties performed have evolved significantly over time and no longer reflect the responsibilities traditionally associated with the Civil Service title of Typist; and

WHEREAS, the position presently performs extensive payroll administration, accounting support, financial recordkeeping, reconciliation of financial records, maintenance of payroll and personnel records, preparation of reports, coordination with benefit providers and governmental agencies, and other detailed fiscal and administrative responsibilities requiring a substantially higher level of accounting knowledge, judgment, and responsibility; and

WHEREAS, the Town Board has determined that the Civil Service title of **Senior Account Clerk** more accurately reflects the current duties, responsibilities, and qualifications required to perform this work; and

WHEREAS, the Town Board finds that abolishing the Typist position and establishing a Senior Account Clerk position will better serve the operational and administrative needs of the Town while ensuring that the position is appropriately classified under applicable Civil Service Law.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Newfane hereby abolishes the position of **Typist** effective _____, 2026.

BE IT FURTHER RESOLVED, that the Town Board hereby creates one (1) position of **Senior Account Clerk**, subject to classification and approval by the Niagara County Civil Service Department and in accordance with the New York State Civil Service Law and applicable rules.

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized and directed to notify the Niagara County Civil Service Department of this action and to submit any job descriptions, duty statements, or other documentation necessary to facilitate the classification and establishment of the position.

BE IT FURTHER RESOLVED, that the Town Clerk is directed to amend the Town's position roster and organizational records to reflect these changes upon approval by the Niagara County Civil Service Department.

BE IT FINALLY RESOLVED, that this Resolution shall take effect immediately upon its adoption, with implementation of the newly created position subject to all applicable Civil Service requirements.

DULY ADOPTED by the Town Board of the Town of Newfane, Niagara County, New York, at a regular meeting held on the ____ day of _____, 2026, by the following vote:

By Order of the Town Board
Town of Newfane, Niagara County, New York
Adopted this ____ day of _____, 2026

Town Board Member

Vote

Supervisor John Syracuse

☐ Aye

☐ Nay

Councilman Paul Conrad

☐ Aye

☐ Nay

Councilman Robert Horanburg

☐ Aye

☐ Nay

Councilwoman Jessica Reinhardt

☐ Aye

☐ Nay

Councilman Peter Robinson

☐ Aye

☐ Nay

DATED: _____