# APPENDIX A - EXEMPT CLASS

## COUNTY SERVICE

<table>
<thead>
<tr>
<th>Position</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Assistant County Attorney</td>
<td>Deputy Commissioner of Public Works</td>
</tr>
<tr>
<td>1st Assistant District Attorney</td>
<td>Deputy County Treasurer (2)</td>
</tr>
<tr>
<td>1st Assistant Public Defender</td>
<td>Deputy County Treasurer</td>
</tr>
<tr>
<td>2nd Assistant County Attorney</td>
<td>Deputy County Clerk</td>
</tr>
<tr>
<td>2nd Assistant District Attorney</td>
<td>District Attorney Investigator</td>
</tr>
<tr>
<td>2nd Assistant Public Defender</td>
<td>Public Defender</td>
</tr>
<tr>
<td>3rd Assistant County Attorney</td>
<td>Secretary to Commissioner of Public Works</td>
</tr>
<tr>
<td>3rd Assistant District Attorney</td>
<td>Secretary to Commissioner of Social Services</td>
</tr>
<tr>
<td>3rd Assistant Public Defender</td>
<td>Secretary to County Attorney</td>
</tr>
<tr>
<td>Assistant Public Defender</td>
<td>Secretary to District Attorney</td>
</tr>
<tr>
<td>Confidential Assistant - Financial Affairs</td>
<td>Secretary to the Public Defender</td>
</tr>
<tr>
<td>Confidential Secretary to the County Manager</td>
<td>Secretary to the Sheriff</td>
</tr>
<tr>
<td>County Attorney</td>
<td>Undersheriff</td>
</tr>
</tbody>
</table>

## TOWN SERVICE

**In All Towns:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeper to Supervisor</td>
<td>Deputy Town Clerk</td>
</tr>
<tr>
<td>Budget Officer (PT)</td>
<td>Dog Enumerators (Seasonal)</td>
</tr>
<tr>
<td>Clerk to the Judge</td>
<td>Town Attorney</td>
</tr>
</tbody>
</table>

**Town of Owego:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk to the Judge (2)</td>
<td>Secretary to Supervisor</td>
</tr>
<tr>
<td>Deputy Town Clerk (Taxes &amp; Assessments)</td>
<td>Secretary to Zoning Board of Appeals</td>
</tr>
<tr>
<td>Deputy Town Highway Superintendent</td>
<td></td>
</tr>
</tbody>
</table>

Revised: 10/04; 08/07; 07/08; 04/19; 07/19
APPENDIX A - EXEMPT CLASS

VILLAGE SERVICE

In all Villages:
Acting Police Justice  Village Attorney
Clerk to the Judge  Village Treasurer

Village of Candor:
Deputy Village Clerk and Treasurer

Village of Newark Valley:
Deputy Village Clerk and Treasurer

Village of Owego:
Deputy Village Clerk and Treasurer  Village Administrator

Village of Waverly:
Deputy Village Clerk and Treasurer

SCHOOL DISTRICT SERVICE

In All School Districts:
School Attorney  School Tax Collector
School Census Taker  School Treasurer
School District Clerk  Secretary to Superintendent

SPECIAL DISTRICT

Town of Owego Fire District:
Secretary / Treasurer

Revised: 10/04; 08/07; 07/08
APPENDIX B - NON-COMPETITIVE CLASS

COUNTY SERVICE

Account Clerk-Typists (PT)
Assigned Counsel Administrator (PT)
Assistant Fire Coordinators (PT)
Case Aides (Seasonal)
Civil Service Administrator
Clerical Aides (Seasonal – June 1 until August 31)
Clerks (Seasonal)
Code Enforcement Officer (PT)
Commissioner of Health and Human Services*
Commissioner of Social Services
Community Service Workers (P/T)
Conservation Aides (Seasonal – June 1 until August 31)
Cooks
County Director of Real Property Tax Services
County Fire Coordinator (PT)
County Health Officer/Commissioner Grade II (PT)
Custodial Aides (Seasonal – June 1 until August 31)
Deputy Commissioner of Social Services*
Deputy Director of Emergency Preparedness (P/T)*+
Deputy Director of Probation (Part Time)
Deputy Sheriffs (Part-Time)
Director of Community Services*
Director of Economic Development and Planning*
Director of Emergency Services*
Director of Information Technology and Communication Systems*
Heavy Equipment Operator (H.E.O) Site Leaders
Highway Workers (Seasonal)
Historian (P/T)
Information Security Officer (PT)*
Jail Physician (PT)
Licensed Practical Nurses
Maintenance Mechanics
Maintenance Men
Mechanic Working Supervisors
Motor Equipment Operators (M.E.O) I
Motor Equipment Operators (M.E.O) II
Motor Equipment Operators (M.E.O) III
Paralegals (Part-Time)
Personnel Officer
Probation Assistants (Part-Time)
Psychiatrists (Part-Time)
Public Health Director*
Public Health Director (Part-Time)
Public Health Engineer (Part-Time)
Registered Professional Nurses
Safety Officer (PT)
Secretary to Economic Development and Planning
Stop D.W.I Coordinator
Summer Youth Counselors (Seasonal – June 1 until August 31)
Youth Bureau Director

* Designation of Policy Influencing/Confidential
+ Annual salary limitation of $6,000

Revised: 10/04; 08/07; 06/09; 10/10; 03/18; 12/18; 03/19; 04/19; 07/19
Tioga County Civil Service Rules Appendix

APPENDIX B - NON-COMPETITIVE CLASS

COUNTY SERVICE

Department of Fire:
EMT Instructors (PT)

Public Health:
Mail Clerks (PT)

Public Works:
Automotive Mechanic
Automotive Mechanic II
Construction Inspectors (Seasonal)
Heavy Equipment Operators
Motor Equipment Operators
Sign Maintenance Worker

Sheriff's Department:
Court Attendants (PT)
Deputy Sheriff's (Part-Time)

Social Services:
Attorney (PT)
Social Welfare Examiners (Seasonal)
Supervisor of Medical Services (PT)

Veteran's Service Agency:
Director of Veteran's Service Agency

Revised: 10/04; 08/07; 05/14; 12/18; 03/19; 04/19
APPENDIX B - NON-COMPETITIVE CLASS

TOWN SERVICE

In All Towns:
Clerks (PT)                      Motor Equipment Operators
Constables (PT)                  Registrar of Vital Statistics (PT)
Health Officer (PT)              Town Historian (PT)

Town of Nichols:
Library Technician (PT)

Town of Owego:
Assessor III                     Park Attendant (Seasonal)
Fire Inspector (PT)              Water Superintendent (PT)

Maintenance Men

Revised: 10/04; 05/14; 04/19; 04/20
APPENDIX B - NON-COMPETITIVE CLASS

VILLAGE SERVICE

In all Villages:
Assessors (PT)  Motor Equipment Operators
Health Officer (PT)  Registrar of Vital Statistics (PT)
Janitor (Part-Time)

Village of Candor:
Street and Water Superintendent (PT)

Village of Newark Valley:
Library Technician (PT)  Maintainer

Village of Owego:
Deputy Superintendent of Public Works**  Safety Inspector (PT)*
Housing Code Inspector (PT)  Youth Court Assistant (PT)*
Manager Swimming Pool (Seasonal)

Village of Waverly:
Assistant Code Inspector PT*  Fire Inspector (PT)*
Cemetery Superintendent (PT)  Municipal Bingo Inspector (PT)
Fire Alarm Electrician (PT)  Street Superintendent*
Fire Chief (PT)

* Population under 5,000
** Designation of Policy Influencing/Confidential

Revised: 10/04; 10/13; 03/19; 04/19; 04/20
APPENDIX B - NON-COMPETITIVE CLASS

SCHOOL DISTRICT SERVICE

Bakers
Bus Drivers
Cashiers (PT)
Cleaner- Bus Drivers
Clerk-Typists (PT)
Cooks
Cook Managers
Custodial Workers
Custodial Worker-Couriers
Custodial Worker/School Monitors
Head Bus Drivers
Interpreter of the Deaf
Lead Groundskeeper
Library Clerks (PT)
Licensed Practical Nurses
Lifeguards
Mechanic-Drovers
Mechanic’s Helpers
Mechanic Working Supervisor
Payroll Clerk-Typists (PT)
Registered Professional Nurses
School Chauffeurs
School Physicians (PT)
Senior Building Maintenance Mechanics
Student Workers
Supervisor of Attendance (PT)
Teacher Aides
Watchpersons
Water Safety Instructors

SPECIAL DISTRICT

Town of Owego Fire District:
Fire District Manager

Apalachin Fire District:
Building & Grounds Maintenance Worker (PT)

ALL CIVIL DIVISIONS WITH A POPULATION UNDER 5,000 ONLY
Code Enforcement Officers (Part-Time)

Revised: 10/04; 10/13; 03/19; 04/19; 04/20
## APPENDIX B - NON-COMPETITIVE CLASS

**In all Departments and Jurisdictions where they exist:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Division/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Clerks (PT)</td>
<td>Parking Meter &amp; School Guards (PT)</td>
</tr>
<tr>
<td>Assessor I</td>
<td>Park Maintenance Assistants</td>
</tr>
<tr>
<td>Automotive Mechanics</td>
<td>Park Maintenance Supervisors</td>
</tr>
<tr>
<td>Building Inspector (PT)</td>
<td>Police Officers (PT)</td>
</tr>
<tr>
<td>Building Maintenance Mechanics</td>
<td>Principal Account-Clerk (PT)</td>
</tr>
<tr>
<td>Caseworkers (PT)</td>
<td>Recreation Attendants (Seasonal)</td>
</tr>
<tr>
<td>Clerks (PT)</td>
<td>Recreation Director (Seasonal)</td>
</tr>
<tr>
<td>Clerk-Typists (PT)</td>
<td>Recreation Leaders (Seasonal)</td>
</tr>
<tr>
<td>Dog Control Officers (PT)</td>
<td>Recreation Supervisors (Seasonal)</td>
</tr>
<tr>
<td>Heavy Equipment Operators</td>
<td>School Crossing Guards (PT)</td>
</tr>
<tr>
<td>Heavy Equipment Operators (H.E.O) I</td>
<td>Social Welfare Examiners (PT)</td>
</tr>
<tr>
<td>Heavy Equipment Operators (H.E.O) II</td>
<td>Stenographers (Seasonal)</td>
</tr>
<tr>
<td>Heavy Equipment Operators (H.E.O) III</td>
<td>Swimming Instructors (Seasonal)</td>
</tr>
<tr>
<td>Janitors (PT)</td>
<td>Swimming Lifeguards (Seasonal)</td>
</tr>
<tr>
<td>Maintenance Assistants</td>
<td>Typists (PT)</td>
</tr>
<tr>
<td>Mechanics Helpers</td>
<td>Typists (Seasonal)</td>
</tr>
<tr>
<td>Motor Equipment Operators (M.E.O.) I</td>
<td>Water Maintenance Assistants</td>
</tr>
<tr>
<td>Motor Equipment Operators (M.E.O.) II</td>
<td>Water Maintenance Supervisors</td>
</tr>
<tr>
<td>Motor Equipment Operators (M.E.O.) III</td>
<td>Working Supervisors</td>
</tr>
</tbody>
</table>

Section 55-a designated positions in titles where the incumbent is certified either by the Commission for the Blind and Visually Handicapped in the State Department of Social Services as being physically disabled by blindness or by the Office of Vocational and Educational Services for Individuals with Disabilities, State Education Department as otherwise physically or mentally disabled.
APPENDIX C - LABOR CLASS

COUNTY SERVICE

In all Departments:
Cleaners  Laborers
Home Health Aides

TOWN SERVICE

In all Towns:
Cleaners  Laborers

VILLAGE SERVICE

In all Villages:
Cleaners  Laborers

Village of Newark Valley:
Fire House Caretaker

Village of Owego:
Sexton (Cemetery)

SCHOOL DISTRICT SERVICE

In all School Districts:
Cleaners  Groundskeeper
Cleaners (Light)  School Monitors
Food Service Helper

SPECIAL DISTRICTS

Tioga County Soil & Water Conservation District:
Laborers

Revised: 04/00; 05/14; 04/19
APPENDIX D - UNCLASSIFIED

COUNTY SERVICE

Budget Officer (PT) County Sheriff
Children’s Court Judge County Surrogate
Civil Service Commissioners County Treasurer
Clerk to Tioga County Legislature Deputy Clerk to the Tioga County Legislature (2)
Commissioner of Public Works District Attorney
County Clerk Members of all Boards and Commissions
County Coroner Members of Tioga County Legislature
County Judge All members, officers and employees of Board of
                  Elections
County Judge
County Manager

TOWN SERVICE

In all Towns:
Assessors Town Clerk
Election Inspectors Town Councilmen
Justices of the Peace Town Highway Superintendent
Tax Collector Town Supervisor

VILLAGE SERVICE

In all Villages:
Assessors (where elected) Trustees
Justices of the Peace Village Clerk
Mayor Village Clerk-Treasurer
Members of all Boards and Commissions Voting Machine Custodian
Police Justices

Revised :04/00; 06/09; 10/10; 03/19; 04/19
APPENDIX D - UNCLASSIFIED

SCHOOL DISTRICT SERVICE

All persons employed in accordance with Section 35(g), (l), and (j) of the Civil Service Law

In all Departments and Jurisdictions where they exist:

- Election Clerks
- Voting Machine Custodian
- Election Inspectors

Revised: 07/08