

6-5-92

267

SUSPENDS RESOLUTION #321 AUTHORIZING USE OF TERRY'S CREEK BY LONG ISLAND WATER SKI CLUB PENDING DECISION BY THE TOWN BOARD

(CREIGHTON)

COUNCILPERSON Creighton offered the following resolution, which was seconded by COUNCILPERSON Stark (STARK) :

WHEREAS, on May 21, 1991, the Town Board adopted Resolution #321 permitting the Water Ski Club to use the waters of the Town of Riverhead for aquatic events; and

WHEREAS, the Town Board held a public hearing on May 19, 1992, to reconsider Resolution #321; and

WHEREAS, the Town Board asked the Water Ski Club to voluntarily suspend use of the water ski course on Terry's Creek pending a final determination on Resolution #321; and

WHEREAS, the Water Ski Club has failed to comply with the Town Board's request.

NOW, THEREFORE, BE IT

RESOLVED, that Resolution #321 adopted May 21, 1991, is hereby suspended pending final determination on whether the use of Terry's Creek, with or without conditions, shall be permitted or whether to rescind Resolution #321; and be it further

RESOLVED, that the Town Clerk be and is hereby directed to forward a certified copy of this resolution to the Water Ski Club and the Bay Constable.

The Vote: Gilliam, yes; Creighton, yes; Stark, yes; Prusinowski, absent; Janoski, yes. 4 yes, 1 absent.

The resolution was thereupon duly declared adopted.

6/5/92 - Special Board Meeting

368 AUTHORIZES TOWN CLERK TO PUBLISH AND POST HELP WANTED AD:  
ASSESSMENT ASSISTANT

Councilperson Stark (STARK) offered the following resolution,  
which was seconded by Councilperson Creighton (CREIGHTON).

RESOLVED, that the Town Clerk be and is hereby authorized to  
publish and post the following "Help Wanted" ad for the  
provisional position of Assessment Assistant with the Town of  
Riverhead in the June 10, 1992 issue of Suffolk Life Newspapers.

#### HELP WANTED

PLEASE TAKE NOTICE, that the Town of Riverhead is seeking a  
qualified individual to serve in the provisional position of  
Assessment Assistant with the Town of Riverhead Board of  
Assessors. Applicants should possess three years of experience  
in an occupation involving the valuation of real property, a good  
knowledge of modern principles and practices of real property  
assessment, and physical condition commensurate with the demands  
of the position. Interested individuals must submit an  
application to the Accounting Department, 200 Howell Avenue,  
Riverhead, NY between the hours of 8:30 a.m. and 4:30 p.m.  
weekdays. No applications will be accepted, for this position,  
after June 19, 1992. The Town of Riverhead does not discriminate  
on the basis of race, color, national origin, sex, age or  
handicapped status in employment or the provision of services.

BY ORDER OF THE RIVERHEAD TOWN BOARD

Barbara Grattan, Town Clerk

Dated: June 6, 1992  
Riverhead, NY

The Vote: Gilliam, yes; Creighton, yes; Stark, yes; Prusinowski, absent;  
Janoski, yes. 4 yes, 1 absent.

The resolution was thereupon duly declared adopted.

Service Law Section 22: Certification for new positions. Before any new positions in the service of the city or other division shall be created, the proposal therefor shall include a statement of the duties of the positions, and such commission shall furnish a certificate of the appropriate civil service title for the proposed position. Any such new position shall be created only with the approval and certified by the commission. Effective 10/1/1957.

SUFFOLK COUNTY

DEPARTMENT OF CIVIL SERVICE

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this Department.

ARTICLE

MUNICIPALITY

ASSESSORS

TOWN OF RIVERHEAD

DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

UNIT

TIME

- Performs evaluations of all types of real estate, reviews and analyzes appraisals and make preliminary requests to the elected assessors (3).
- Assists property owners seeking information concerning assessed values and locations and/or description of property.
- Assists Assessors in the day-to-day operation of the Department.
- Performs physical inspection of land and structures; measures dimensions of buildings; measures unimproved property for identification purposes.
- Makes rough sketches of bounds of property and where structures are located.
- Transfers information gained in field to official property records.
- Performs any other related duties as assigned by the Town Supervisor and/or his designee.

PLEASE KEEP THIS COPY FOR YOUR RECORDS.

(Attach additional sheets if more space is needed)

This form may also be used for reclassification request.