

TOWN OF WEST SENECA



AMY M. KOBLER
TOWN CLERK

RECEIVER OF TAXES
REGISTRAR OF VITAL STATISTICS
NOTARY PUBLIC
RECORDS MANAGEMENT OFFICER

To: West Seneca Town Board

From: Amy Kobler, Town Clerk
Erik Finbar, Town Assessor

Date: February 8, 2022

Re: Status change for Courtney Girard

Honorable Board Members:

Kindly change the status of part-time temporary Cashier, Courtney Girard to part-time permanent Clerk Typist at the rate of \$17 per hour effective February 17, 2022.

Ms. Girard was a temporary employee in the Town Clerk's Office during tax collection and will stay on as a part-time permanent employee who will divide her time between the Town Clerk's Office and the Assessor's Office. There is currently a part-time opening in the Town Clerk's Office along with a full-time position in the Assessor's Office pending the Erie County Civil Service test.