

TOWN OF WEST SENECA



AMY M. KOBLER
TOWN CLERK

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

TOWN SUPERVISOR
GARY A. DICKSON

TOWN COUNCIL
WILLIAM BAUER
JOSEPH J. CANTAFIO
WILLIAM P. HANLEY JR.
JEFF PIEKAREC

To: West Seneca Town Board

From: Amy M. Kobler, Town Clerk

Date: June 18, 2020

Re: Appointment of Amanda Weixlmann to the position of Cashier - Provisional

Honorable Board Members:

Kindly move to appoint Amanda Weixlmann to the full-time provisional position of Cashier, Group 3, Step 1, at an annual salary of \$36,611.96 effective July 6, 2020 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

This position is a provisional appointment meaning there is currently not an active list with Erie County Personnel. Ms. Weixlmann will be required to take the cashier test with Erie County once the test is held. This is not a new position for the Town Clerk's Office as it replaces a vacancy and the position is budgeted for.

The position has been posted on the Town of West Seneca website. Ms. Weixlmann was previously interviewed for the cashier position when the vacancy was created when I moved to the position of Town Clerk. Ms. Weixlmann holds an Associate's Degree in Accounting and has an employment background in payroll, invoicing, and billing and payments that will be of value to the office.

The Town Clerk's Office will still be accepting resumes for the position of cashier as there is another anticipated opening in the Town Clerk's Office.