

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: September 27, 2021

Re: Title change for Kelsey Girard to Account Clerk Typist

Honorable Board Members:

Please terminate Kelsey Girard as provisional Cashier and appoint Kelsey Girard as Account Clerk Typist in the Town Clerk's Office, effective October 4, 2021, and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Please note, both titles are Group 3 of the White-Collar Contract and pose no impact to the town's budget. Ms. Girard was selected from the Erie County Civil Service list. The job duties of the job spec provided by Erie County Civil Service coincide with the duties performed in the Town Clerk/Receiver of Taxes Office.