

**Civil Service Commission Minutes**  
**January 17, 2023, 7:00 pm**

A Special Meeting of the Civil Service Commission was held on Tuesday, January 17, 2023, via Zoom.

The meeting was called to order at 7:00 p.m.

Roll Call:	Mrs. Sue Deko	Present
	Mr. Richard DePalma	Present
	Mrs. Ann Murray	Present

**OLD BUSINESS**

**BOARD OF EDUCATION**

**CUSTODIAN**

**ACCOUNT CLERK-PAYABLES**

Interviews are currently being held to fill both positions. There is nothing for the Commission to do at this time.

**POLICE DEPARTMENT**

**POLICE OFFICER C**

The written exam was held on January 9, 2023. 13 people took the exam, 10 passed. Those 10 will be sitting for interviews on Thursday, January 19, 2023. There is nothing for the Commission to do at this time.

**FINANCE DEPARTMENT**

**SECRETARY III**

The Town has considered the three candidates on the list and did not feel that they had the sufficient knowledge and experience necessary to do the job. The list has been drawn from and the town currently requests a new exam. The Town, along with the Town Hall Union updated the job description, changing the title from Secretary III. to Administrative Assistant III. The job duties that were obsolete were removed and there were physical requirements added to the job description. The salary will stay the same.

A Motion was made by Mrs. Deko to accept the new job description as presented by the town and union with the change in title from secretary 3 grade level 11/2 administrative assistant three grade level 11.

Mrs. Murray seconds the motion.

Vote: Unanimous

A Motion was made by Mrs. Deko to begin the testing process for the position of administrative assistant grade Level 11 were they written exam worth 100% of the final score with the passing score of 70.

Mr. DePalma seconds the motion.

Vote: Unanimous

### **BILLS**

A Motion was made by Mrs. Deko to pay the following bills:

\$22.00 to Ricoh, Rental Fee

\$342.00 to IOS, Test Rental

Mrs. Murray seconds the motion.

Vote: Unanimous

A MOTION was made by Mrs. Deko to adjourn the Meeting at 7:08 p.m.

Mrs. Murray seconds the motion.

Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori, Recording Secretary