

Mechanicville Civil Service Commission

Minutes of Meeting

Held January 3, 2018

The meeting was called to order at 5:30 p.m. on January 3, 2018 of the Mechanicville Civil Service Commission at the City Garage.

Present: Chairperson Kerls
 Commissioner Thompson
 Commissioner Robens

Absent: Secretary Sweeney

The minutes of the previous meeting held on December 4, 2017 were read and approved.

MSD 426A – Report of Personnel Changes

- a) Stephen Kearns resigned as Cleaner from the School District on 11/25/17.

Old Business:

The Chairperson informed the Commission that the examinations being held this weekend are Sr. Typist (5 candidates applied) and Desk Officer (3 candidates applied).

New Business:

The Chairperson informed the Commission that the Library Clerk and Water Treatment Operator/Trainee lists were established. A Certificate of Eligibles was sent to both departments.

Also, the Secretary informed the Commission that she requested the Technology Support Specialist examination to fill the position in the School District. The last list expired and there was only one candidate remaining.

Appearances: Meeting was adjourned. Next meeting will be held February 7, 2018.

Attest: _____
Secretary