

CERTIFIED ELIGIBLE LIST PROCEDURES

This certification is valid for sixty (60) days only. An appointment should be made and employment should begin prior to the certification expiration date. **Extensions will not be granted.**

Appointments must be made from one of the top three candidates willing to accept the position. In order to appoint a candidate whose grade is lower than the top three, written declinations must be received by this office. Information about the “Rule of Three” and the Declination Form can be found at niagaracounty.com/employment.

An appointing authority should make at least two (2) attempts to contact a candidate to schedule an interview. The candidate should be given a full calendar week to respond. If the candidate fails to respond then the appointing authority should send a letter to the candidate that documents the dates and times of attempted contacts. The letter should explain that the candidate’s failure to respond has been interpreted as a declination and the candidate will be removed from the eligible list. A copy of this letter should be sent to the Civil Service Office with the certified eligible list as proof of the declination. You can use a similar letter for candidates that fail to appear for an interview.

Please complete the section titled **“Report of Action”** with the following phrases for each candidate: No Reply; Not Selected; Inactive; Appointed, with the effective date of appointment, the beginning salary, and the candidate’s signature; Declined, stating the reason for declination. **The appointing officer must sign and date the certification.**

Send a letter to eligible candidates that were not selected for appointment if they were interviewed or if their score was higher than that of the person appointed.

After the appointment has been made, please forward the certification and all written declinations to the Civil Service Office and retain a copy for your records.

Probationary Terms are as follows:

Open-competitive list:	Eight (8) to fifty-two (52) weeks
Promotional list:	Eight (8) to fifty-two (52) weeks
Trainees:	Twelve (12) to fifty-two (52) weeks
Correction Officer:	Twelve (12) to fifty-two (52) weeks
Firefighter:	Twelve (12) to seventy-eight (78) weeks
Deputy Sheriff/Police Officer:	Twelve (12) to seventy-eight (78) weeks