

SCHENECTADY COUNTY BOARD OF ETHICS

ethics@schenectadycounty.com

County Auditor's Office, 6th floor, County Office Building,
620 State Street, Schenectady, NY 12305-1214 (518) 388-4358

March 23, 2022

Dear Schenectady County Filer,

The position you hold with Schenectady County, the Board of Ethics, SCCC, Metroplex, IDA, SCCC Trustees and Public Library Trustees has been determined to be a policy making position requiring you to file by law. A policy making position is determined using NYS Civil Service, Agency and Authority job specifications and duties.

LAW: If you knowingly and willfully fail to file, or if you knowingly and willfully with the intent to deceive give incorrect information, there is the potential of a civil penalty (a fine not to exceed \$10,000). The potential of prosecution for a Class A misdemeanor, public disclosure and the County may impose disciplinary action, as otherwise provided by law.

DEADLINE: April 15th, 2022.

FORMS: Schenectady County Website. www.schenectadycounty.com The information required here now is for the prior year, 2021 filed in 2022 (like your income tax).

FRONT PAGE: Circle the group or groups you are involved with. Be sure to date and sign the form.

QUESTIONS ANSWERED: For each question that you answered on the left side you must have a matching Reporting Category letter on the right side, or it will be returned to you for completion.

HOUSEHOLD: You are responsible for reporting for yourself, your spouse and your dependent children.

WAYS TO FILE:

- The preferred method is to email the form to ethics@schenectadycounty.com
- An electronic signature is acceptable.
- You still may mail it or drop it at the above address.

APPEAL: *You can appeal the determination that your position is deemed to be policy making by filing an appeal form within ten days of the date of this letter. Your appeal request will be acknowledged upon receipt.*

MULTIPLE FILINGS:

The NYS Financial Disclosure Statement form is the only other acceptable form Schenectady County will acknowledge in place of ours.

All information will be kept confidential.

Sincerely,

Schenectady County Ethics Board