

**Proof of Publication of Notice of  
Public Hearing filed with Local Law  
No. 1 of 1939.**

Regular meeting of the Common Council of the City of Plattsburgh,  
New York, held February 3, 1939.

PRESENT: Aldermen Holland, O'Connell, Raymond, Light, Behan and  
McCready.

ABSENT: Mayor Bouyea; Alderman Light presiding as Acting Mayor.

By Alderman McCready ; seconded by Alderman Raymond :

LOCAL LAW NO. 3 of 1939.

A LOCAL LAW PROVIDING FOR THE APPOINTMENT OF INVESTIGATORS,  
MUNICIPAL CLERKS, ACCOUNT CLERK AND STENOGRAPHER FOR THE  
DEPARTMENT OF PUBLIC WELFARE AND FIXING DUTIES AND SALARIES  
THEREFOR.

BE IT ENACTED by the Common Council of the City of Plattsburgh,  
New York, as follows:

Section 1. Appointments. The Mayor is authorized and empowered to  
appoint the following personnel for the Department of Public Welfare,  
which appointments have heretofore been made from an Eligible List es-  
tablished as the result of a Civil Service Examination held April 30, 1938.

1. Three(3) Investigators.
2. One (1) Account Clerk.
3. Two (2) Municipal Clerks.
4. One Stenographer.(1)

**SECTION 2 MODIFIED BY LOCAL  
LAW NO. 5 OF 1941.**

and compensation. The annual salary of each  
be \$1560.00, and for one Investigator shall be  
\$1300.00, three-fifths of such annual salary to be chargeable to the  
Public Welfare Fund and two-fifths to the Old Age Assistance Fund; for  
Account Clerk, \$1300.00; for Municipal Clerks, \$1040.00 each, all of which  
shall be paid out of the Public Welfare Fund; for the Stenographer, \$936.00,  
all of which shall be paid out of the Old Age Assistance Fund.

The foregoing salaries to be paid semi-monthly on payrolls to be  
certified by the Commissioner of Public Welfare and the Secretary of the  
Municipal Civil Service Commission, and approved for payment by the Mayor.

Section 3. Duties. Investigators: To investigate all applica-  
tions for relief and to ascertain the need of applicants. To determine  
ways and means, if possible, of securing employment for them and to aid  
recipients by advice. To write up case histories in approved form and  
to give their recommendation in each case, submit it to the Commissioner  
of Public Welfare for his approval or disapproval. Sixty per cent of  
their time is given to home relief investigations and forty percent to  
Old Age Assistance investigations with their salaries paid by the respec-  
tive divisions in the same ratio.

Account Clerk: To check and prepare all  
claims for action by the Auditing Committee of the Common Council. To  
prepare claims for reimbursement to the State Department. To write orders  
for medicines. To assist with statistical reports. To do all necessary  
bookkeeping, filing, etc., in the Department of Public Welfare.

Municipal Clerk No. 1: To write all relief orders. To post on individual cards in the respective files of the various relief recipients. To post journal sheets and balance journal sheets. To compile the monthly report of all relief expenditures for submission to the Common Council. To notify all landlords by mail of discontinuance of rents.

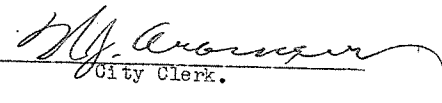
Municipal Clerk No. 2: To write all orders for Surplus Clothing or Surplus Foods. To post the same to individual cards of recipients. To keep an accurate account of all materials received for the Sewing Project and all Surplus Commodities in food or clothing received for distribution. To keep an accurate account of all clothing manufactured by the Sewing Project or furnished by the Surplus Commodities Division, and to keep an account of all Surplus Commodities distributed. To compile reports concerning receipt of sewing materials, Surplus Clothing and Food and the distribution of same for both the local office and the State Department. To prepare accurate statements and to render them to the Account Clerk to be used as a basis for reimbursement.

Stenographer: To attend to all correspondence of the Welfare Department and Old Age Assistance Division. To post all expenditures in the Old Age Assistance Division in their proper places. To keep an accurate account of all new cases, deaths, discontinued cases and all recoveries or money on insurance, real estate or any other form of security. To keep an accurate account of all cases handled by this department having settlement in other districts or handled in other districts having settlement in this district. To prepare the monthly payroll of O.A.A. recipients and to assist the Deputy City Clerk in writing the O.A.A. checks. To compile monthly reports to the State Department and claims for all reimbursements in the Old Age Assistance Division.

Section 3.  
1st, 1939.

This local law shall take effect February

The foregoing local law certified to the Mayor this 4th day of February, 1939.

  
City Clerk.

The above local law is hereby approved after public hearing held this 10th day of February, 1939.

  
Acting Mayor.