

WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION
announces
OPEN COMPETITIVE EXAMINATION
(Training & Experience Evaluation)
for
PUBLIC HEALTH NURSE

\$7.50 APPLICATION FEE REQUIRED
(check or money order only-NO CASH)

EXAM DATE: **May 8, 2018**
LAST FILING DATE: **April 27, 2018**

EXAM NO. : 369

LOCATION/VACANCIES: The eligible list established as a result of this examination will be used to fill present and future vacancies that may exist or occur in the Warren County Department of Health Services.

SALARY: Base Salary 2018 \$ 49,528.

RESIDENCE: Candidates must have been residents of Warren County or a contiguous County (Essex, Hamilton, Saratoga, Washington) for four months immediately preceding the date of the exam. Preference in appointment may be given to candidates who have been residents of Warren County for at least four months prior to the date of certification and at the time of appointment.

MINIMUM QUALIFICATIONS: Possession of a Baccalaureate Degree in Nursing from a regionally accredited or New York State registered college or university as well as licensure and current registration to practice as a registered professional nurse in New York State.

DUTIES: Plans, provides directs and evaluates nursing care in a variety of settings with the goal of improved health outcomes and is actively involved in the planning, development, provision and evaluation of public health programs designed to prevent disease and improve the health of individuals, families, specific populations, high risk groups and/or communities.

NOTE: Attach to your application copies of your registration and license to document minimum qualification requirements. Be sure to complete the license/certification section of the application.

The minimum qualifications for positions filled by this examination are regulated by the New York State Department of Health Codes, Rules and Regulations.

NOTE: BE SURE TO THOROUGHLY REVIEW THE SUBJECT OF EXAMINATION SECTION BELOW PRIOR TO SUBMITTING YOUR APPLICATION. YOU MUST SUBMIT ALL TRAINING/EDUCATION/LICENSE DOCUMENTATION WITH YOUR APPLICATION.

SUBJECT OF EXAMINATION: *The only subject of examination will be an evaluation of your training and experience which you must pass in order to be considered for appointment. You are, therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.*

*In your **summary of training** include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.*

*In your **summary of experience**, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.*

HOW TO APPLY: Applications and information may be obtained from the Warren County Department of Civil Service Administration, or from the web site: www.warrencountyny.gov/civilservice Application/exam fee must be submitted to the Warren County Civil Service Administration before the close of business at 4:30p.m. on the last filing date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last filing date. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

APPLICATION FEE: An application processing fee as specified on this announcement must accompany the application. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER. DO NOT SEND CASH. YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER.** You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

Application Fee Waiver: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete the Exam Fee Waiver and Certification section on the application or submit the "Application for Fee Waiver and Certification" form with your application by the close of business on the Last Filing Date as listed on the Examination Announcement.**

Veteran's Credits: Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and also submit a separate **Application for Veteran's Credits** and supporting documentation. Applications and information on veteran's credits may be obtained at the Warren County Department of Civil Service Administration.

NOTE: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, notify this office of this matter when you submit your application for examination

Saturday Sabbath Observers – Physically Challenged Individuals – Active Military Members: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with a disability who require reasonable accommodations to take the test must clearly indicate the need for special arrangements on their Application. Candidates who are called to military service after filing an Application should send requests for an alternate test date to our Office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date. You must submit with your application the type of special arrangements or reasonable accommodations requested accompanied by all supporting documentation.

Multiple Exams Scheduled for the Same Date: If you have applied with any other local Civil Service agency for any other examination held on the same day, you must make arrangements with each agency to take all your examinations at one test site no later than two weeks before the test date. If you have applied for both State and Local examinations, you must make arrangements with this agency to take all your examinations at a State examination center no later than two weeks before the test date. If you have questions please contact Warren County Civil Service at (518) 761-6440.

GENERAL INSTRUCTIONS AND INFORMATION

1. Positive identification will be required at the test site.
 2. Falsification of any part of the "Application for Employment" will result in disqualification.
 3. Applicants must answer every question on the application form and make sure that the application is complete in regard to meeting the minimum qualifications for this examination. There will be no refund of the application fee should your application be disapproved. Time and place of the examination will be mailed to candidates whose application has been approved, one week before examination date.
 4. Where a degree is required for minimum qualification, do not send transcript unless required on this announcement.
 5. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. All eligible lists will be established for a maximum of four years or the establishment of a new list. It is probable that a number of titles will have an insufficient number of candidates and examinations for these titles will be held on a more regular basis with eligible lists being replaced within the four-year period. Candidates are advised to review our examination postings at our web site: www.warrencountyny.gov/civilservice. Candidates will NOT be notified should eligible lists expire within the four-year period.
 6. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. No attempt will be made to locate candidates who have moved.
 7. The passing grade for this examination is 70. Background checks may be required for appointment.
 8. The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Warren County Department of Civil Service; vacancies may, therefore, be filled at a higher or lower salary than the one announced.
 9. **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
 10. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo extensive investigation of criminal history and/or background, which may include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.
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This written test is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

ISSUED: April 12, 2018

**PATRICIA C. NENNINGER
PERSONNEL OFFICER
MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE, NY 12845-9803**

WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
View all examination announcements on line at: www.warrencountyny.gov/civilservice