



NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – Suite G2
Lockport, New York 14094

(716) 438-4071
FAX 438-4077

CONTINUOUS RECRUITMENT FOR SUPERVISING PUBLIC HEALTH NURSE (Training & Experience)

Open Competitive Examination

Salary: CSEA Grade 13

This examination is held on a continuous recruitment basis. The eligible list resulting from this examination will be used to fill any vacancies as they occur under the jurisdiction of Niagara County Civil Service during the life of the list.

Your name will be placed on the eligible list in final score order, regardless of when you filed or received your grade. Your name at that score will remain on the list for a one (1) year period. Should you receive a permanent appointment from the list, your name will be removed from consideration for subsequent vacancies.

RESIDENCE REQUIREMENTS: Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: Per New York State Sanitary Code Part 10

Two (2) years of permanent competitive status as a Public Health Nurse with the Niagara County Health Department immediately preceding the date of the examination.

OPEN-COMPETITIVE:

1. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Bachelor's Degree in nursing or a health or human services related field **and** two (2) years of satisfactory experience in home care with a certified home health agency or a long-term health care program; **or**
2. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Bachelor's Degree in Nursing **and** one (1) year of satisfactory experience in home care with a certified home health agency or a long-term home health care program.

SPECIAL REQUIREMENTS:

1. Licensure and current registration to practice as a **Registered Professional Nurse** in New York State **and** possession of a valid **New York State Operator's License** to operate a Motor Vehicle – **please enclose a copy of each** with your application.

DISTINGUISHING FEATURES OF THE CLASS: Acts as consultant to professional nursing staff in matters regarding billing, coverage criteria and third party reimbursements. Has responsibility for orientation and supervision of nursing personnel. The incumbent serves as advisor to Public Health Nurses, Registered Professional Nurses and auxiliary workers. Does related work as required.

SUBJECT OF EXAMINATION: There will be no written or oral test for this examination. The training and experience of candidates will be evaluated against the background of the position. It is essential that you give complete and accurate information on the application form and training and experience questionnaire. You must also submit official college transcripts to this office by the time your name is certified.

CANDIDATES NOTE: 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, and duties performed by you must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor...**EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT. If you have listed college or special courses on your application it will be necessary for you to request **that your institute forward to us** an official transcript or special course certificate. These documents must be received in our office by the time your name is considered for possible appointment. **If these documents are not on file prior to canvassing for vacant positions, your name will not be canvassed, you will receive a disapproval letter and your name will be removed from consideration for all future appointments.**

PLEASE REVIEW THE “IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES” PRIOR TO COMPLETING YOUR APPLICATION. The information sheet is located on the Niagara County Web Site www.niagaracounty.com click on ‘employment’. It is the first item posted in red. Application forms are also assessable from the web site.

A non-refundable **\$15.00** application fee must accompany each application. Submit check or money order only – payable to: **Niagara County Civil Service.**

APPLICATIONS ACCEPTED ON A CONTINUOUS BASIS