

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 19-013 PUBLIC HEALTH NURSE

VACANCIES: At present, one vacancy exists in the Jefferson County Public Health Department

SALARY: \$26.05 - \$33.52/hr. (2019 Salary)

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

LAST FILING DATE: November 1, 2019

EXAMINATION DATE: November 1, 2019

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of application:

A baccalaureate degree in nursing from a regionally accredited or New York State registered four year college or university and licensure and current registration to practice as a Registered Professional Nurse in New York State. **ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AND A COPY OF THEIR CURRENT LICENSE AT TIME OF APPLICATION.**

EXAMPLES OF WORK: (illustrative only)

- Gives skilled nursing care and prescribed treatments to patients in their homes and clinics and demonstrates nursing care to patients and families;
- May lead a team providing nursing care and evaluates the effectiveness of team activities;
- May perform duties such as pediatric nurse or family nurse practitioner;
- May provide for the continuity of patient care by promoting referral of hospital and clinic patients to appropriate community agencies;
- Coordinates plans for service with nutritionists, social workers, physical therapists, physicians, and other professional workers concerned with individual and family health care;
- Counsels and guides individuals and families towards self-help in recognition and solution of physical, emotional, and environmental health problems;

Provides nursing services in clinics and schools;
Teaches classes, addresses groups, and participates in community planning related to nursing and health;
Participates in the conduct of surveys and studies related to health matters;
Compiles and uses records, reports, and statistical information for evaluation and planning of the assigned programs.

SPECIAL REQUIREMENT: Appointees will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate their ability to meet the transportation needs of the job.

SUBJECT OF EXAMINATION: For this position, no written test is required. Candidates will be rated on an evaluation of their training and experience in relation to the duties and requirements of the position. It is essential that candidates give complete and accurate information regarding their training and experience on their applications because one's place on the eligible list will be determined by the rating given in the evaluation.

THE PASSING GRADE FOR THIS EXAMINATION IS 70.

APPLICATIONS

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications may be disapproved. All statements made by candidates are subject to verification.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) 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. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Issued: 10-3-19