

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. 20-017 PHYSICIAN'S ASSISTANT

VACANCIES: At present, one vacancy exists at the Jefferson County Sheriff's Department

SALARY: \$21,275 (2020 Annual Part-Time Rate)

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: October 30, 2020

EXAMINATION DATE: October 30, 2020

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:

Completion of a program for the education and training of Physician's Assistants or its equivalent, approved by the New York State Education Department and current registration as a Physician's Assistant by the New York State Education Department.

1. Physician's Assistants are approved (registered) by the New York State Education Department in medicine, pediatrics, surgery, and obstetrics-gynecology in accordance with the clinical areas emphasized during the individual's education, training, and experience.

NOTE: Standards are prescribed by Section 700.2 (b) (28) and Part 707 of the New York State Hospital Code; Part 94 (Section 94.1 and 94.2) of Title 10 (Health) of the Official Compilation of Codes, Rules and Regulations of the State of New York; and Section 60.8 of the Regulations of the Commissioner of Education.

ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

EXAMPLES OF WORK: (illustrative only)

Performs physical examinations and collects and assembles histories and clinical patient data for presentation to the physician;

Performs hematological examinations such as hemoglobin determinations, blood counts, and similar tests;

Performs various chemical examinations of blood as for sugar, non-protein nitrogen, and other contents;

Performs or assists the supervising physician in a variety of diagnostic procedures such as gastric analysis, venous or arterial punctures, bone marrow examinations, lumbar punctures, and pulmonary function studies;

Works with specialists in laboratory procedures, x-ray services, and other diagnostic and therapeutic techniques to assist the physician in appropriate medical management of the patient;

Assists the supervising physician in a variety of patient care services such as wound suturing, cast application and removal, dressing changes, incisions and drainage;

Follows patient's progress such as post-operative or during prolonged treatment while in or out of hospital or clinic;

Prepares a variety of records and reports related to the work.

The "Examples of Work" listed above are intended to show the varied activities included within the class, but should not be considered as representative of an individual Physician's Assistant position. All activities and tasks performed by the Physician's Assistant are to assist the physician in the determination of the patient's diagnosis and appropriate management.

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 70.0.

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.