

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. 20-026 DENTAL HYGIENIST**

VACANCIES: At present, one vacancy exists with Belleville-Henderson Central School

SALARY: \$16.20/hr. – \$21.33/hr.

**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:

Possession of a current valid license to practice Dental Hygiene in New York State.

***All candidates must submit a copy of their license.**

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 oral examination of children's teeth and cleans and applies fluoride to them;

Applies sealant on teeth to prevent cavities;

Provides brief informational sessions with parents regarding good dental hygiene and further dental care when necessary, such as orthodontic;

Plans and develops an informational and preventive dental health program for school children and pre-school children;

Contacts school district personnel to schedule educational presentation on preventive dental health procedures;

Conducts educational presentations to school children on proper brushing and flossing procedures and on sealant program using visual aids and materials;
Reexamines children's teeth and reapplies sealant to surfaces from which partial or complete loss of sealant occurred;
Maintains records on dental work performed;
Sterilizes instruments and orders supplies;
Functions as a community dental health resource in the department.

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.

NOTE: For training and experience rating of applications, candidates must have their license to practice as a Dental Hygienist in New York State at the time of filing application.

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.

Issued: 9-30-20