

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.61-281 ATHLETIC TRAINER

VACANCIES: At present, one vacancy exists with Jefferson-Lewis BOCES

SALARY: \$45,000 - \$50,000

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: September 8, 2017

EXAMINATION DATE: October 1- Midnight October 31, 2017

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 the written test:

Certification from the New York State Department of Education as an Athletic Trainer.

SPECIAL REQUIREMENTS AT THE TIME OF APPOINTMENT:

Current certification in American Red Cross Standard First Aid and Community CPR.

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

EXAMPLES OF WORK: (illustrative only)

Coordinates pre-participation screenings and physical examinations for student athletes cooperatively with and under the direction of a physician;
Applies protective or injury prevention devices such as tape, bandages, and braces;
Conducts initial evaluation following an injury and makes a decision regarding management of the injury;
In the case of major injuries, works closely and cooperatively with the physicians to rehabilitate student athletes and ensures proper reconditioning following the injury;
Monitors the healing progress of injuries and reintegrates student athletes into activities as appropriate;
Develops and implements standard operating policies and procedures for the athletic health care program;
Maintains an inventory and determines the need for athletic health care supplies, equipment, and maintenance services;
Supervises the operation of therapeutic devices and equipment;
Establishes and maintains detailed records on student athletes;
Prepares reports as required;
Provides a wide range of information to students, parents, coaches, physicians, and school staff regarding athletic health care.

SCOPE OF EXAMINATION:

There will be no written or oral test for this examination. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

Candidates must first complete an examination application and return it to the **Jefferson County Department of Human Resources** on or before the last filing date of **September 8, 2017**.

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

The Training and Experience Questionnaire will be available on October 1, 2017, and approved candidates will be required to complete and submit this questionnaire between October 1, 2017 and midnight, October 31, 2017. NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **September 8, 2017**.

Candidates who fail to submit a questionnaire by midnight, **October 31, 2017**, will not receive a rating.

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.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*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.

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