SCHENECTADY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

OPEN COMPETITIVE EXAMINATION

EXAM TITLE: PUBLIC HEALTH NURSE
COUNTY OF SCHENECTADY
THE RESULTING ELIGIBLE LIST WILL BE USED TO FILL VACANCIES AS NEEDED.

EXAM NUMBER: 400

SALARY RANGE: $47,487 - $56,182 (2012)

CONTINUOUS RECRUITMENT: APPLICATIONS ACCEPTED ON A CONTINUAL BASIS.

RESIDENCY REQUIREMENT: IMMEDIATELY PRECEDING THE DATE OF THE EXAMINATION AND APPOINTMENT, CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF NEW YORK STATE FOR AT LEAST ONE (1) YEAR. PREFERENCE IN APPOINTMENT WILL BE GIVEN TO RESIDENTS OF SCHENECTADY COUNTY.

DUTIES: THE WORK INVOLVES RESPONSIBILITY FOR PERFORMING PUBLIC HEALTH NURSING ACTIVITIES IN THE ASSESSMENT OF HEALTH NEEDS AND DEVELOPMENT OF PLANS FOR CARE FOR INDIVIDUALS, FAMILIES AND CHILDREN. A PUBLIC HEALTH NURSE HAS THE RESPONSIBILITY FOR INITIAL IMPLEMENTATION OF NURSING CARE PLANS, FOR THE PROVISION OF NURSING CARE AND FOR THE PERIODIC RE-EVALUATION OF INDIVIDUAL, FAMILY AND CHILDREN'S NURSING NEEDS. A PUBLIC HEALTH NURSE MAY PROVIDE PLANNING, DEVELOPMENT, AND OVERSIGHT, AND EVALUATION FOR A PARTICULAR PUBLIC HEALTH PROGRAM. GENERAL SUPERVISION IS RECEIVED FROM A HIGHER LEVEL NURSE OR ADMINISTRATOR WITH LEEWAY PERMITTED FOR THE EXERCISE OF INDEPENDENT JUDGMENT IN CARRYING OUT THE DETAILS OF THE WORK. MAY PROVIDE LEADERSHIP FOR A TEAM OF NURSES OR SUPERVISION FOR SUBORDINATE EMPLOYEES. DOES RELATED WORK AS REQUIRED

MINIMUM QUALIFICATIONS: (AT TIME OF APPLICATION)

GRADUATION FROM A REGIONALLY ACCREDITED OR NEW YORK STATE REGISTERED COLLEGE OR UNIVERSITY OR ONE ACCREDITED BY THE NEW YORK STATE BOARD OF REGENTS TO GRANT DEGREES WITH A BACHELOR'S DEGREE IN NURSING. **(A COPY OF YOUR COLLEGE TRANSCRIPT MUST BE PROVIDED)**

SPECIAL REQUIREMENTS:

1. LICENSE AND CURRENT REGISTRATION TO PRACTICE AS A REGISTERED PROFESSIONAL NURSE IN NEW YORK STATE AT TIME OF APPLICATION.

2. POSSESSION OF A VALID NEW YORK STATE DRIVER'S LICENSE AND CAR AT TIME OF APPOINTMENT.

SPECIAL NOTE: PERMANENT APPOINTMENT IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A CRIMINAL BACKGROUND CHECK.

SUBJECTS OF EXAMINATION: THE ONLY SUBJECT OF EXAMINATION WILL BE AN EVALUATION OF YOUR TRAINING AND EXPERIENCE. YOU ARE, THEREFORE, ASKED TO INCLUDE IN YOUR APPLICATION A SUMMARY OF ALL PERTINENT TRAINING AND EXPERIENCE IN SUFFICIENT DETAIL SO THAT YOUR BACKGROUND MAY BE EVALUATED AGAINST THE DUTIES OF THE POSITION.

OVER

IN YOUR **SUMMARY OF TRAINING** INCLUDE ALL COLLEGE COURSE WORK, FORMAL INSERVICE TRAINING AND SEMINARS YOU HAVE ATTENDED. YOU MUST SPECIFY EITHER THE NUMBER OF CREDITS RECEIVED OR THE NUMBER OF CONTACT HOURS AND DATES OF ATTENDANCE. ALSO INCLUDE A COPY OF YOUR PROFESSIONA LICENSE OR DOCUMENTATION INDICATING ELIGIBILITY FOR LICENSURE. SPECIFY THE DATE THAT YOUR LICENSE WAS FIRST ISSUED.

IN YOUR **SUMMARY OF EXPERIENCE** YOU MUST SPECIFY THE DATES OF YOUR EMPLOYMENT, THE NUMBER OF HOURS WORKED PER WEEK, YOU’RE TITLE AND THE MAIN DUTIES FOR EACH. BE SPECIFIC; VAGUENESS AND AMBIGUITY WILL **NOT** BE RESOLVED IN YOUR FAVOR. CANDIDATES WHO SUBMIT INCOMPLETE APPLICATIONS OR DOCUMENTATION MAY BE DISQUALIFIED.

NOTE: EMPLOYMENT WITHIN A SCHENECTADY COUNTY DEPARTMENT MAY BE SUBJECT TO PRE-EMPLOYMENT DRUG TESTING.

SEE GENERAL CONDITIONS ATTACHMENT

DATE REVISED: 12/30/2011