

**THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES  
ANNOUNCES  
A CONTINUOUS CIVIL SERVICE EXAMINATION FOR  
  
PUBLIC HEALTH NURSE  
EXAM NO. 11-CONT**

APPLICATIONS ACCEPTED CONTINUOUSLY TRAINING & EXPERIENCE EXAMINATION HELD PERIODICALLY	PROCESSING FEE <b>\$15.00</b> (Check/Money Order)
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**ONTARIO COUNTY 2011 STARTING SALARY:** \$46,722.00 (\$23.96/hr.). The List resulting from this examination will be used to fill all full-time and part-time vacancies as they occur.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF NEW YORK STATE FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE EXAMINATION DATE.

**TYPICAL WORK ACTIVITIES:** (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 of peers and subordinates 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, 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.

**MINIMUM QUALIFICATIONS:**

1. Possession of a Bachelor's Degree in Nursing from a regionally accredited or New York State registered four year college or university;
- AND**
2. Possession of a licensure and current registration to practice as a Registered Professional Nurse in New York State.

**SPECIAL REQUIREMENT FOR APPOINTMENT:** Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

**NOTE:** Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicant will be required to submit the necessary fees for the fingerprint processing, where required.

Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.

**NOTE:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

**SUBJECTS OF EXAMINATION:** There will be no written or oral test for this examination. Candidates who meet the minimum qualifications will receive a rating based on an evaluation of their training and experience against the background of the duties of the position.

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.

In your summary of training include all college course work, formal in-service 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 professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.

In summary of experience, you must specify the dates of your employment, the number of hours worked per week, your 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.

Applications and further information may be obtained by writing or calling in person at the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES, 3019 County Complex Drive, Canandaigua, New York 14424 (585-396-4465). Information may also be obtained by visiting our website at [www.co.ontario.ny.us/HumanResources/](http://www.co.ontario.ny.us/HumanResources/). Completed applications may be delivered personally or mailed to Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, NY 14424.

Information may also be obtained by calling in person at our **WALK-IN** office at 83 Seneca Street in Geneva, (315-719-0321). The Geneva Office is open on Mondays and Wednesdays only.

Applications will be accepted continuously, with ratings conducted by the Ontario County Department of Human Resources. The names of those passing will be added to the Eligible List as they qualify. The names of the qualified candidates will remain on the Eligible List for one year. Applications received after a rating is completed will be retained for the next rating. **Candidates may apply for this Training & Experience examination at six-month intervals.**

THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES RESERVES THE RIGHT TO TERMINATE THIS SPECIAL RECRUITMENT PROGRAM AND REESTABLISH THE PERIODIC TYPE OF EXAMINATION.

**ADDRESS AND TELEPHONE NUMBER CHANGES** MUST BE PROVIDED IN WRITING AS NOTIFICATIONS OF EXAM AND VACANCIES ARE MAILED TO ELIGIBLES. TO BE CONSIDERED FOR PREFERENCE IN CERTIFICATION BASED ON RESIDENCY, PLEASE INCLUDE SCHOOL DISTRICT AND TOWN/VILLAGE.

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

**NOTE:** In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

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

The **required fee** must accompany your application. (If you file for multiple examinations, each application must be accompanied by a separate check/money order. If your application is disapproved, your check/money order will be returned to you.) Check/money order must be made payable to **Ontario County Department of Human Resources** and write the examination number on your check/money order. Do not send cash. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. A **\$20.00 service charge** will be imposed on any checks returned to the Ontario County Treasurer.

John E. Garvey  
Director of Human Resources

Public Health Nurse  
Exam No. 11 - CONT

Revised: February 2, 2011