

**THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES
A CONTINUOUS CIVIL SERVICE EXAMINATION FOR

NURSE PRACTITIONER
EXAM NO. 7-CONT**

APPLICATIONS ACCEPTED CONTINUOUSLY
TRAINING & EXPERIENCE EXAMINATION
HELD PERIODICALLY

PROCESSING FEE
\$15.00
(Check/Money Order)

ONTARIO COUNTY 2011 STARTING SALARY: \$65,890.50 (\$33.79/hr.) The List resulting from this examination will be used to fill all vacancies in Ontario County.

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)

Performs physical examinations and obtains detailed medical histories from patients;
Collaborates with a physician and orders routine laboratory tests;
Discriminates between normal and abnormal findings, diagnoses health problems, and prescribes appropriate treatment or makes referrals to appropriate service providers as required;
Where authorized, prescribes drugs and immunizing agents in accordance with the practice agreement and practice protocols;
Follows up on patient care by contacting patients by phone and/or conducting office visits to observe signs and symptoms associated with changes in patient's physical and emotional health;
Instructs, guides and counsels patients and/or their families regarding medical matters including birth control methods and other reproductive health issues;
Creates and maintains a variety of records regarding the examination and treatment of patients including case histories and medical charts;
Reviews patients' case histories and charts with the physician, discusses findings and devises patient care plans;
Participates in staff, quality assurance, peer review and other meetings with other health practitioners as required;
Prepares a variety of oral and written reports as required;
Acts as a resource person to staff regarding health care and provides health care training to staff as required.

MINIMUM QUALIFICATIONS: Possession of a current license and registration to practice as a Registered Professional Nurse in New York State and possession of a current New York State certification as a Nurse Practitioner.

SPECIAL REQUIREMENTS FOR PERMANENT APPOINTMENT: Possession of an appropriate specialization 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.

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/. 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

Nurse Practitioner
Exam No. 7 - CONT

Revised: February 2, 2011