

CAREER OPPORTUNITIES WITH CIVIL SERVICE

HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

EXAMINATION Open to the Public

SENIOR COMMUNITY HEALTH NURSE

Examination Number 25-191

Applications Accepted Continuously – Continuous Recruitment Program

Refer to General Instructions, Filing Fee Information, and Application Fee Waiver

A NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION
\$15.00 MONEY ORDER ONLY - payable to the Herkimer County Treasurer
Cash accepted only if paying in person; you must have the exact dollar amount.
Personal checks will NOT be accepted.

Salary: \$58,330 per year (2025 Base Rate)

Vacancy: The eligible list established as a result of this examination will be used to fill appropriate vacancies as they exist/occur under the jurisdiction of the Herkimer County Personnel Office.

Residency: Candidates must be legal residents of Herkimer County or one of its contiguous counties (Fulton, Hamilton, Lewis, Montgomery, Oneida, Otsego, St. Lawrence) for at least 30 days immediately preceding the date of the written test.

Eligible List: Successful candidates will have their name placed on the Eligible List in order of final scores regardless of the date in which they filed or took the text. The names of the qualified candidates will remain on the eligible list for a period of one year. Candidates may apply for retests at six month intervals.

The Herkimer County Personnel Department reserves the right to terminate this special recruitment program at any time, and re-establish a program of periodic testing for this title.

Duties: This position involves the performance of high level community health nursing activities including responsibility for assessment of health needs and developing the plan of care for individuals and families. The position is distinguished from that of Community Health Nurse by the assignment of more difficult cases and increased responsibility for making patient assessments and amending care plans, along with the evaluation of data and planning of policies and evidence based interventions. The incumbent is also responsible for the initial implementation of nursing care plans and providing nursing care as well as the periodic re-evaluation of individual and family nursing needs. The work is performed under the general direction of a Supervising Community Health Nurse with wide leeway allowed for the exercise of independent judgment for planning and carrying out assignments. Supervision is exercised over Community Health Nurses and other subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS FOR TAKING THE TEST:

Candidates must meet the following requirements on or before the date of filing application:

MINIMUM QUALIFICATIONS:

Either **(A)** A baccalaureate degree in nursing from a regionally accredited or New York State registered four-year college or university and one year experience as a Registered Professional Nurse;

Or **(B)** A registered professional nurse with:
 (a) two years experience working as a Registered Professional Nurse.

SPECIAL REQUIREMENT: Licensure and current registration to practice as a Registered Professional Nurse in New York State.

SUBJECT 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.

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 your ***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.

DO NOT SEND A RESUME

Supplementary documentation, other than college delayed transcripts, will not be accepted after application has been filed unless specifically requested by this department.

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