CAREER OPPORTUNITIES WITH CIVIL SERVICE

HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

<u>EXAMINATION</u> Open to the Public

SUPERVISING COMMUNITY HEALTH NURSE
Examination Number 25-005

<u>Date of Examination:</u> Refer to "Subject of Examination"

<u>Filing Deadline</u>
<u>Applications must be received or postmarked by</u>: March 28, 2025

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

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

<u>Salary</u>: $63,314 per year (2025 Base Rate)

<u>Vacancy</u>: 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. At present, one vacancy exists at the Herkimer County Department of Public Health.

<u>Residency</u>: Candidates must have been legal residents of Herkimer County, for at least thirty (30) days immediately preceding the date of the written and/or performance examination(s) and must be legal residents of Herkimer County at the time of appointment.

<u>Duties</u>: This position involves responsibility for the provision of nursing services and supervision of nursing practice to assure safe, effective and efficient comprehensive nursing care in homes, clinics, schools and other community facilities.   An employee in this class may supervise a community health nursing program in an assigned functional or geographic area under the general supervision of the Public Health Director or other health administration official. Supervision is exercised over the work of assigned community health professional or auxiliary nursing staff. The incumbent 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)** Graduation from a recognized college or university with a Bachelor's degree in nursing or a health or human services field and one year of supervisory experience;

Or   **(B)** Four years experience as a Registered Nurse and completion of at least six college credit hours, or the equivalent of education and training, in public health and/or principles of management.

SPECIAL REQUIREMENT:

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

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

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.