

PLEASE POST CONSPICUOUSLY

ISSUED 2/20/2013

STATE NO. 66452
LOCAL NO. 2013

WASHINGTON COUNTY DEPARTMENT OF PERSONNEL
County Municipal Center
Fort Edward, New York 12828
Telephone 746-2250

EXAMINATION FOR ALCOHOL/SUBSTANCE ABUSE PROGRAM COORDINATOR

A FEE OF \$10.00 MUST ACCOMPANY YOUR APPLICATION FOR THIS EXAMINATION

DATE OF EXAMINATION

May 11, 2013

APPLICATIONS ACCEPTED UP TO

March 22, 2013

VACANCIES: At present there is one vacancy in the Youth Bureau, Fort Edward, N.Y. The eligible list established as a result of this examination will also be used to fill future vacancies which may occur during the life of the list.

STARTING SALARY: \$20.72/hr.

APPLICATION FEE: **There is a NON-REFUNDABLE FEE of \$10.00 for this examination. DO NOT SEND CASH. The required \$10.00 fee must accompany your application. AS NO REFUND WILL BE MADE, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you are clearly qualified. ALL CHECKS AND/OR MONEY ORDERS SHOULD BE MADE PAYABLE TO WASHINGTON COUNTY TREASURER! If applying in person, please remit payment directly to the Treasurer's office, Building B, 2nd floor.**

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF WASHINGTON OR SARATOGA COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

DUTIES: This position exists in the County Youth Bureau and involves responsibility for developing and implementing programs for clients who have committed alcohol and/or drug related crimes and who are directed for treatment instead of incarceration through the criminal justice system. The incumbent conducts client evaluations and presents findings regarding alcohol or substance abuse for team treatment recommendations and referrals upon court approval. The work is performed under the direction of the Youth Bureau Director with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision may be exercised over subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

A. Possession of a Bachelors' Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in counseling, psychology, social work or a closely related field and one year of full-time paid experience in the counseling and rehabilitation of alcohol and/or substance abusers; OR

B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates' Degree in Criminal Justice or a closely related field and three years of experience listed in (A) above.

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.

NOTICE TO CANDIDATES: Use of calculators is ALLOWED. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited.

SUBJECTS OF EXAMINATION: A written test to evaluate knowledge, skills and/or abilities in the following areas:

1. ADDICTIONS COUNSELING-

These questions test for knowledge of the principles and practices of addictions counseling and their application in a treatment setting. Questions may cover such topics as counseling individuals who use/abuse alcohol and other drugs; identifying symptoms of alcohol and drug addiction; recognizing contemporary strategies, techniques, and theories of addictions counseling; planning and implementing appropriate treatment approaches; evaluating treatment interventions; and coordinating addictions treatment with other services and treatments.

2. CHARACTERISTICS AND PROBLEMS OF SUBSTANCE USE DISORDERS CLIENTS-

These questions test for knowledge of the symptoms, problems, conditions, and treatment approaches associated with substance use disorders. Questions may cover such topics as identifying physical and behavioral symptoms of addiction, commonly abused drugs, understanding the impact of substance use disorders on the family and on society, and prevention strategies.

OVER

ALCOHOL/SUBSTANCE ABUSE PROGRAM COORDINATOR (Continued)

3. PREPARING WRITTEN MATERIAL-

These questions test for the ability to present information clearly and accurately and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available online at: www.cs.ny.gov/testing/localtestguides.cfm

VETERANS CREDITS

Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

"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."

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service, Rules and Regulations dealing with the rating of examinations will apply to this written examination.

Saturday Sabbath Observers - Handicapped Persons: If special arrangements for testing are required, indicate this on your application form.

If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must notify Washington County Civil Service Department of your intent to take both a State and local examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examination. If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination call 746-2250.

WHERE TO APPLY: You may obtain an Examination Application and /or an Application Fee Waiver Request and Certification Form by mail or in person from the Washington County Department of Personnel, County Municipal Center, Fort Edward, NY 12828. Telephone (518)746-2250. You may also download either application by going to the Washington County website at: www.co.washington.ny.us .

LAST FILING DATE: MARCH 22, 2013

EXAMINATION DATE: MAY 11, 2013

PLACE: To Be Announced

TIME: 8:30 o'clock a.m.

WASHINGTON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, DISABILITY, MARITAL STATUS, OR MILITARY STATUS.

<http://www.co.washington.ny.us>