

PLEASE POST CONSPICUOUSLY

ISSUED 3/14/2013

LOCAL NO. 2035

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

EXAMINATION FOR SUPERVISING NURSE

AN APPLICATION FEE OF \$5.00 MUST ACCOMPANY YOUR APPLICATION FOR THIS EXAMINATION

APPLICATIONS ACCEPTED UP TO: April 19, 2013

VACANCIES: At present there are two (2) vacancies at the Pleasant Valley Infirmary, Argyle, NY. 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: \$25.46-26.62/hour 7:00AM-3:00PM shift
\$24.50-25.54/hour 3:00PM-11:00PM and 11:00PM-7:00AM shifts

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

APPLICATION FEE: There is a NON-REFUNDABLE FEE of \$5.00 CHECK OR MONEY ORDER for this examination. DO NOT SEND CASH. The required \$5.00 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 bring payment directly to Treasurer's Office, Building B, 2nd Floor.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or public assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.

DUTIES: Involves responsibility for assisting in maintaining the quality and efficiency of all professional and non-professional nursing services at the infirmary. Work is performed under the general direction of the Director of Nursing. Supervision is exercised over professional and non-professional nursing personnel. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the last filing date:

LICENSE REQUIRED: Registered Professional Nurse issued by the New York State Department of Education and either:

- A. A baccalaureate degree in nursing from a regionally accredited or New York State registered four year college or university; OR
- B. Graduation from a 3 year nursing program and 1 year experience in professional nursing activities; OR
- C. Graduation from a 2 year nursing program and 2 years experience in professional nursing activities.

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.

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.

(OVER)

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SUPERVISING NURSE (Continued)

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 the license was first issued.

In your **summary of experience**, you must specify the date 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.

NOTE: Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, not a substitute for it. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, reason for leaving, etc., must be shown.

VETERAN'S CREDITS: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's 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."

This 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.

Completed applications with attachments must be filed in the Washington County Department of Personnel, County Municipal Center, Fort Edward, New York, not later than **APRIL 19, 2013**.

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>