

DELAWARE COUNTY PERSONNEL OFFICE

announces

Continuous Recruitment Examination For

**COMMUNITY HEALTH NURSE**

Applications accepted continuously.

**EXAMINATION FEE:** A fee of \$15.00 is required for each separately numbered examination for which you apply. The required fee **MUST** accompany your application and be postmarked by the last filing date or you will not be approved to take the examination. Send your certified check or money order payable to the Delaware County Personnel Office. Write the examination number(s) on your check or money order. \*\*\*\***PERSONAL CHECKS WILL NOT BE ACCEPTED.**\*\*\*\*

No refund of fees will be allowed whether or not you meet the minimum qualifications. You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**EXAMINATION FEE WAIVER:** A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination 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 a State or local social service agency. **All claims for examination fee waiver are subject to verification. If you can verify eligibility for examination fee waiver, complete a “Request for Examination Fee Waiver and Certification” form and submit it with your application by the Last Filing Date as listed on the Examination Announcement. “Request for Examination Fee Waiver and Certification” forms may be obtained in the Personnel Office or online at [www.co.delaware.ny.us](http://www.co.delaware.ny.us) click on departments and then personnel. Waivers will not be considered if filed after the last filing date.**

**LOCATION OF POSITIONS:** The Delaware County Public Health Nursing Service, Delhi, New York.

**ELIGIBLE LISTS:** Successful candidates will have their name placed on the continuous Eligible List for one year. After one year, candidates' names will be removed from the list. Candidates may apply for retest at six month intervals.

**DUTIES:** Under supervision performs public health nursing activities involving responsibility for assessment of health needs and developing the plan of care for individuals and families. The work is distinguished by the responsibility of the incumbent for initial implementation of nursing care plans and providing nursing care. Does related work as required.

**MINIMUM QUALIFICATIONS:** Licensure and current registration to practice as a Registered Professional Nurse in New York State, and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in nursing; OR
- B. 30 credit hours towards a bachelor's degree in Business Management/Economics, Behavioral Sciences, Health and Human Services or related field and two years of experience as a registered nurse in public health/home care; OR
- C. 30 credit hours towards bachelor's degree in nursing and two years experience as a registered nurse in public health/home care.

**NOTE:** Residents of Delaware County may be considered first for appointment.

**SUBJECT OF EXAMINATION:** The only subject of examination will be an evaluation of the candidate's 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.

Applications for examination can be obtained from the Delaware County Personnel Office. One Courthouse Square, Suite #2, Delhi, New York 13753. Applications must contain the correct examination title in order to be considered.

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, Rules and Regulations dealing with the rating of examinations will apply to this examination.

**\*\*\*Children of Firefighters and Police Officers Killed in the Line of Duty\*\*\***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.

**\*\*\*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. Veteran's credits can only be added to a passing score.

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's the responsibility of the candidate to provide appropriate proof indicating the service was in time of war, as defined in Section 85 of the 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.

DELAWARE COUNTY IS AN EQUAL  
EMPLOYMENT OPPORTUNITY EMPLOYER

DELAWARE COUNTY PERSONNEL OFFICE  
TEDDIE STOREY, PERSONNEL OFFICER

updated 1/1/11