



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:

Title: Public Health Nurse

Number: 2012-00000002

Salary: \$53,426-63,505 - Dutchess County (2009 Salary)

Date of Examination: **CONTINUOUS RECRUITMENT**

Applications accepted until 4:30pm Monday through Friday

Administration of an exam does not imply a vacancy exists.

A \$15.00 fee and examination application is required for each separately numbered examination. Either a check or money order payable to "Commissioner of Finance" with the examination number and examination title on the check or money order. Separate checks or money orders must be submitted with each application. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will not be refunded to disapproved applicants.**

VACANCY: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in the Dutchess County Health Department and Community Alternative Systems Agency (CASA).

MINIMUM QUALIFICATIONS: A Bachelor's degree in Nursing from a regionally accredited or New York State registered four (4) year college or university.

SPECIAL REQUIREMENTS:

1. Possession of a New York State Registered Professional Nurse's license and current registration certificate at time of application.
2. Possession of a New York State Motor Vehicle Operator's License at time of application.

A VERIFIABLE COLLEGE TRANSCRIPT AND A COPY OF YOUR REGISTERED PROFESSIONAL NURSE'S LICENSE AND CURRENT REGISTRATION CERTIFICATE MUST ACCOMPANY THE APPLICATION. AT THE TIME OF APPOINTMENT APPLICATIONS WILL BE EVALUATED ON THE BASIS OF TRAINING AND EXPERIENCE FOR STEP PLACEMENT WITHIN THE PAY GRADE.

DUTIES: Under supervision, this position involves the performance of professional public health nursing duties in the Dutchess County Health Department and the Office for the Aging Community Alternative Systems Agency (CASA). Responsibilities include the assessment of health needs and development of a care plan for individuals and families.

EXAMPLES OF WORK (Illustrative Only): When assigned to the Health Department, provides skilled nursing care and prescribed treatments to patients in their homes and demonstrates nursing care to patients and families; coordinates service plans with nutritionists, social workers, physical therapists, physicians and other professional workers concerned with individual and family health care; when assigned to CASA, acts as a liaison with hospitals and attends discharge planning meetings; provides ongoing needs assessment and care review to patients and monitors appropriateness and quality of services being provided; does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of current public health nursing practice; working knowledge of the administrative organization of community facilities and of the community resources available; skill in the application of current nursing procedures and techniques of patient care; ability to plan and coordinate nursing care for individuals, families and groups, and supervise nursing personnel assigned to assist with this care; ability to perform duties in accordance with ANA Code for Professional Nurses; physical condition commensurate with the demands of the position.

SUBJECT OF EXAMINATION: There is no written or oral test for this examination. Candidates who meet the minimum qualifications will receive a rating based on an evaluation of their training and experience. Your application must indicate all of your relevant training and experience.

ELIGIBLE LISTS: Successful candidates will have their names placed on the eligible list in order of the final score, regardless of the date of examination. The names of qualified candidates will remain on the eligible list for two (2) years, unless appointed to a permanent position.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.

*****IMPORTANT
No. 2012-00000002

SEE REVERSE

Issued:

IMPORTANT*****
01/04/2012

FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE AT www.co.dutchess.ny.us or www.dutchessny.gov

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

RETURNED CHECK FEE: A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

FINGERPRINTING: A State and/or national fingerprint supported background investigation is required before an appointment is made to some positions. The Division of Criminal Justice Services requires that each request for such search be accompanied by a fee. (A money order in the amount of \$99 would be required.)

WEATHER

In case of inclement weather the morning of the examination, please listen to the following radio stations for possible delays or other updates:

WEOK/WPDH	WKPI/Q92	WBNR/WSPK	WCZX	WGNY	WRWD/WBWZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	92.1FM	104.7FM		103.1FM	

ALTERNATE TEST DATES may be arranged upon review of circumstances according to the Alternate Test Date Policy established by this department.

NOTE: HANDICAPPED PERSONS, ACTIVE MILITARY MEMBERS: If special arrangements for testing are required, indicate this on your application form. You may need to provide documentation in order to be granted special arrangements.

RELIGIOUS ACCOMMODATION – Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to conflict with a religious observance or practice, check the box under "Religious Accommodation". We will make arrangements for you to take the test on a different day (usually during the following week).

VETERANS: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available upon request at the examination center. The completed and notarized forms must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

CALCULATORS: 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.

ADMISSION TO EXAMINATION: Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

Call the Dutchess County Department of Human Resources immediately if you do not receive a notice within three days of the date of examination informing you whether or not you are to be admitted to the examination.

CHANGE OF ADDRESS: Notify this office immediately of any change of address. The appropriate change of address form is available in the Department of Human Resources and will be available at the examination center.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

MULTIPLE EXAMINATIONS: 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 no later than two weeks before the test date. Call 486-2169 for further information regarding multiple examinations on the same date.

NOTE: 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.

APPLICATIONS: May be obtained by sending a legal-sized, self-addressed, stamped envelope to the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601, or by visiting the Department of Human Resources 5th Floor, Dutchess County Office Building between the hours of 9 a.m. and 5 p.m., Monday through Friday.

HOW TO TAKE A WRITTEN TEST and questions and answers about **MUNICIPAL CIVIL SERVICE EXAMINATIONS** publications are available on and can be fully downloaded from the New York State Department of Civil Service website. (<http://www.cs.state.ny.us>), by first clicking on Publications, then on the booklet title.