



**Department of Human Resources &
Civil Service**

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
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**CONTINUOUS RECRUITMENT OPPORTUNITIES ANNOUNCEMENT FOR
NURSE PRACTITIONER**

Date of Training and Experience Examination: Applications rated as they are received

Duties of Position: The work involves responsibility for providing health care, which consists of promotion and maintenance of health, prevention of illness and disability, basic care during acute and chronic phases of illness, guidance and counseling of individuals and families and referral to other health care providers when appropriate. The Nurse Practitioner works under the supervision of the physician in accordance with written protocol. The Nurse Practitioner assesses the physical and psychological status of patients by means of interview, health history, physical examinations and diagnostic tests. Consistent with the medical protocol established by the physician of record, the Nurse Practitioner may evaluate test findings, make assessments and initiate appropriate actions to facilitate the implementation of preventive and/or therapeutic plans for the continuing health care needs of the patients. Does related work as required.

Vacancy: The eligible list established as a result of this examination will be used to fill vacancies in the Allegany County Health Department.

Salary: \$33.21 - \$43.18/hour

Minimum Qualifications:

Possession of a current license and registration to practice as a Registered Professional Nurse in New York State and possession of a current New York State certification as a Nurse Practitioner.

Special Requirements: Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrates their ability to meet the transportation needs of the job.

Residency: There is no residency requirement for this examination. Preference in certification for appointment may be given to successful candidates who are legal residents of Allegany County.

Application forms may be obtained from and must be filed with the Allegany County Human Resource/Civil Service Department, 7 Court Street, Belmont, NY 14813; (585) 268-9212. You can download the forms from the Allegany County website at <http://www.alleganyco.com> ; however, e-mail or faxed applications are not accepted.

Application Fee: In accordance with Civil Service law Section 50, this Civil Service Department will be collecting a fee of \$10 from examination applicants for each separate open-competitive exam for which they apply. The \$10 fee applies to this examination. The required \$10 fee must accompany your application and **must be in the form of either cash (exact amount) or money order** payable to the Allegany County Treasurer. Write the title of your exam and your Social Security number on your money order. 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.

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 a 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. Contact the Allegany County Human Resource/Civil Service Department, 7 Court Street, Belmont, NY 14813, Phone: 585-268-9212 for the Application Fee Waiver and Certification form.

Veteran's Credit: 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 date 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 credit can only be added to a passing score on the examination. 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.

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.

This examination is prepared 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.

Eligible Lists: Successful candidates will have their names placed on the eligible list in the order of final scores. The names of qualified candidates will remain on the eligible list for one year. Candidates may apply for retest at six month intervals.