



NIAGARA COUNTY  
CIVIL SERVICE  
111 Main Street – Suite G2  
Lockport, New York 14094

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## CONTINUOUS RECRUITMENT FOR PUBLIC HEALTH NURSE (Training & Experience)

### Open Competitive Examination

**Salary: CSEA Grade 13**

This examination is held on a continuous recruitment basis. The eligible list resulting from this examination will be used to fill any vacancies as they occur under the jurisdiction of Niagara County Civil Service during the life of the list.

Your name will be placed on the eligible list in final score order, regardless of when you filed or received your grade. Your name at that score will remain on the list for a one (1) year period. Should you receive a permanent appointment from the list, your name will be removed from consideration for subsequent vacancies.

**RESIDENCE REQUIREMENTS:** Candidates must have been legal residents of **Niagara, Erie, Orleans, or Genesee County** for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in nursing.

**SPECIAL REQUIREMENTS:**

1. License and current registration to practice as a Registered Professional Nurse in New York State – **enclose a copy** with your application:
2. Possession of a valid New York State Driver's license or otherwise demonstrate their ability to meet the transportation needs of the job – **enclose a copy** with your application.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing public health nursing activities in the assessment of health needs and development of plans of care for individuals, families and children to promote health and prevent disease. Public Health Nurses have the responsibility for initial implementation of nursing care plans, for the provision of nursing care and for the periodic re-evaluation of individual, family and children's nursing needs. General supervision is received from the Director of Nursing Services – Public Health, a Supervising Public Health Nurse or other public health administrator with leeway permitted for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

**SUBJECT OF EXAMINATION:** There will be no written or oral test for this examination. The training and experience of candidates will be evaluated against the background of the position. It is essential that you give complete and accurate information on the application form and training and experience questionnaire. You must also submit official college transcripts to this office by the time your name is certified.

**CANDIDATES NOTE:** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, and duties performed by you must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor...**EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

**COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT.** If you have listed college or special courses on your application it will be necessary for you to request **that your institute forward to us** an official transcript or special course certificate. These documents must be received in our office by the time your name is considered for possible appointment. **If these documents are not on file prior to canvassing for vacant positions, your name will not be canvassed, you will receive a disapproval letter and your name will be removed from consideration for all future appointments.**

**PLEASE REVIEW THE “IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES” PRIOR TO COMPLETING YOUR APPLICATION.** The information sheet is located on the Niagara County Web Site [www.niagaracounty.com](http://www.niagaracounty.com) click on ‘employment’. It is the first item posted in red. Application forms are also assessable from the web site.

A non-refundable **\$15.00** application fee must accompany each application. Submit check or money order only – payable to: **Niagara County Civil Service.**

**APPLICATIONS ACCEPTED ON A CONTINUOUS BASIS**