



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

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Personnel Officer  
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## **CONTINUOUS RECRUITMENT FOR PUBLIC HEALTH TECHNICIAN TRAINEE**

**Examination Open to the Public**

**Salary Range: CSEA Grade 6 & 8**

This exam is held on a continuous recruitment basis. Candidates will be tested as applications are received. The eligible list resulting from this exam will be used to fill vacancies in the Niagara County Health Department.

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 your name is placed on the eligible list and such residency must continue until the time of appointment. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

**MINIMUM QUALIFICATIONS:** **Candidates must meet the following on or before the date of the written exam. If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.**

1. Graduation with an Associate's Degree which included a minimum of fifteen (15) semester credit hours in the natural sciences, of which not more than six (6) credit hours may be in the applied sciences; **OR**
2. Satisfactory completion of sixty (60) semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees which included a minimum of fifteen (15) semester credit hours in the natural sciences, of which not more than six (6) credit hours may be in the applied sciences.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State driver's license at time of appointment and throughout the duration of employment.

**NOTE:**

1. The term natural science shall mean a science such as biology, chemistry or physics that deals with the objects, phenomena, or laws of nature and the physical world. It shall include all physical and biological sciences.
2. The term applied science shall mean science based courses in environmental technology, sanitation technology, medical technology, public health, infection control or food science.
3. Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**EXAMPLES OF SATISFACTORY COURSES:**

<b>BIOLOGY:</b>	General Biology; Microbiology; Genetics; Entomology; Parasitology; Marine Biology; and Nutrition.
<b>BOTANY:</b>	General Botany; Physiology; Morphology; and Taxonomy.
<b>CHEMISTRY:</b>	General Inorganic Chemistry; Quantitative Analysis; Organic Chemistry; Biochemistry, Quantitative Analysis; and Physical Chemistry.
<b>EARTH SCIENCES:</b>	Geology; Hydrology; Meteorology; Astronomy; and Marine Biology.
<b>PHYSICS:</b>	General Physics; Intermediate Physics; and Pathology.
<b>ZOOLOGY:</b>	General Zoology; Comparative Anatomy; Physiology; Taxonomy; and Invertebrate Zoology.

This is a trainee position in the competitive class. The term of traineeship is limited to two (2) years, during which time employees will be required to satisfactorily complete the training and experience requirements of the State Health Department to obtain a Public Health Technician II certification issued by the Niagara County Public Health Director. Trainees must satisfactorily complete one (1) year of service before advancing to Public Health Technician II. Trainees who receive this certification automatically will be promoted to the Public Health Technician II title without further examination and will not be required to complete the full two-year traineeship. If the employee fails to obtain this certification within this two (2) year traineeship, his/her employment will be discontinued.

**YOUR APPLICATION WILL NOT BE REVIEWED UNTIL PAYMENT IS RECEIVED.**

A **non-refundable \$15.00** application fee is required. Apply and pay online or submit a check or money order payable to:  
**Niagara County Civil Service**

**DUTIES:** This is environmental health work involving responsibility for learning to make inspections and carry out one or more specialized phases of the environmental health program in any municipal Health Department. The work involves gathering information for use by Public Health Engineers and Public Health Sanitarians in determining compliance with local and State Sanitary Code requirements. Depending upon assignments the work is performed under general or direct supervision of a technical superior who reviews reports and provides advisory assistance when necessary. Does related duties as required.

**NOTICE TO CANDIDATES:** The use of calculators is **ALLOWED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones and smart watches are prohibited.**

**DRUG SCREENING:** Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**FEE WAIVERS:** Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

**SUBJECT OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Arithmetic reasoning:** These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form.
2. **Understanding and interpreting written material:** These questions test how well you comprehend written material.
3. **Principles of Biology, Chemistry and General Science:** These questions test for a basic understanding of the physical world around you and the scientific laws that govern it

A Guide for the Written Test for Public Health Technician is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm). Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**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 work week, 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.**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangement for taking all tests at one test site. All examination for positions in State government will be held at a State Examination Center.

**COLLEGE ACCREDITATION:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies that provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**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 submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardecopy format but must be on official letterhead or stationary. If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.**

This examination will be prepared and 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 preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

**Please review [IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES](#)**

**Exams/Jobs Portal - <https://niagara-portal.mycivilservice.com/>**

Niagara County Civil Service #60000