ANNOUNCEMENTS:

EXAMINATION ANNOUNCEMENT SUMMARY
November 13, 2019

PUBLIC NOTICE
This is a summary of forthcoming examinations. Applicants are advised to see the official examination announcement for complete details. For the most current examination announcement information, please go to our website at: http://www.suffolkcountyny.gov/Departments/Civil-Service and select “Current List of Exams.”

If it becomes necessary to amend any announcement or current Press Release, all changes will be posted on the department’s web page.

WANT TO GET ON OUR MAILING LIST?
Anyone interested in receiving this Announcement Summary by email may go to: http://eupdates.suffolkcountyny.gov/lists/?p=subscribe&id=1 and subscribe to the e-updates for the civil service examination summary. When a new summary is released, you will receive an e-mail notification.

DEPARTMENT LOCATION
The Suffolk County Department of Civil Service maintains its principal office at 725 Veterans Memorial Highway, William J. Lindsay Complex, Building #158, Hauppauge, NY.
Mailing Address: P.O. Box 6100, Hauppauge, NY 11788-0099
Telephone: 631-853-5500 Fax: 631-853-6370

INTERNET
Candidates for all examinations may file on the internet. (Examination Announcement Summary), examination announcements, expanded subtest descriptions (when available), and job specifications can also be obtained. For more information visit our home page at: http://www.suffolkcountyny.gov/Departments/Civil-Service

APPLICATION PROCESSING FEE
A separate application is required for each examination (identified by examination number) for which you are applying. Each application must be accompanied by a NON-REFUNDABLE NON-TRANSFERABLE application processing fee. SEE THE EXAMINATION ANNOUNCEMENT FOR THE FEE AMOUNT (The fee will NOT BE REFUNDED if your application is DISAPPROVED). Do not send cash. Make your check or money order payable to the Suffolk County Department of Civil Service. Please indicate the examination title and your social security number on the face of your check or money order. Certain applicants may be eligible for a fee waiver. See examination announcement for details. This application is part of your examination. Answer all questions fully and carefully in ink. Attach additional sheets if necessary to give detailed information. You may also apply on our Internet site.

APPLICATION FEE WAIVER
The application processing fee may be waived for Suffolk County residents who are veterans, auxiliary police, members in good standing of a local fire district or ambulance company, and volunteer CERT members. The fee may also be waived if you are unemployed and primarily responsible for the support of a household and for recipients of Medicaid, SSI, Public Assistance or those in a training program under the Job Training Partnership Act/Workforce Investment Act administered by 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. The waiver application is available on request from the Civil Service Department or on our website under “Online Forms.”

CANDIDATE SCHEDULING INFORMATION
Candidates can view their room assignment and exam site on our home page at http://www.suffolkcountyny.gov/Departments/Civil-Service under “Candidate Exam Room Assignment Search” seven days prior to the examination date.

OPEN FILING SYSTEM
The Suffolk County Department of Civil Service accepts applications for most titles before a test is announced.
The Suffolk County Police Department is seeking candidates for the position of substitute School Crossing Guard. Substitute School Crossing Guards work on an on-call basis. The hourly rate of pay as of 07/01/16 is $13.27. There is a guarantee of 3.0 hours for every assignment. No other benefits are available. Typical work activities include regulating the directional flow of school children, pedestrian and vehicular traffic at an assigned intersection or school crosswalk; reporting traffic incidents to police authorities for appropriate action; noting unusual or suspicious occurrences or actions of individuals and alerting police in cases of observed or suspected violations of law and ordinances. Candidates must be able to read and write English. At the time of appointment, and during employment, employees must possess a valid license to operate a motor vehicle in New York State. Prior to appointment, there will be qualifying psychological and medical evaluations as well as an in-depth background investigation. Interested candidates may apply for a position at the police precinct in which they reside.

**LAST FILING DATE: NOVEMBER 20, 2019**

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**LAST FILING DATE: DECEMBER 11, 2019**

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**LAST FILING DATE: DECEMBER 18, 2019**

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**APPLICATIONS ARE ACCEPTED AND ADDED CONTINUALLY FOR THE FOLLOWING TITLES:**

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<th>ANNUAL SALARY</th>
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<td>2670</td>
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<td>EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC) OC</td>
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<td>MEDICAL SERVICES SPECIALIST OC</td>
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<td>OPEN-COMPETITIVE</td>
<td>* PER 2011 CONTRACT</td>
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<td>PR -</td>
<td>PROMOTIONAL</td>
<td>** SALARIES VARY BY JURISDICTION</td>
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TRAINING & EXPERIENCE-LAST FILING DATE: NOVEMBER 20, 2019

DIRECTOR OF MEDICAL SUPPORT SERVICES OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree* in Pharmacy, and four (4) years of experience as a Licensed Pharmacist**, two (2) years of which must have been in a supervisory or administrative capacity.

Necessary Special Requirement
At the time of appointment and during employment in this title, candidates must possess a valid Pharmacist License issued by New York State. *Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable. **Please attach to the application a copy of your current NY State Pharmacist License.

OFFICE SYSTEMS ANALYST II OC REQUIRES: Either: (A) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree* which includes, or is supplemented by, twelve (12) credits in information technology or a computer related field, and two (2) years of experience in the installation, analysis, design and/or selection of information technology networks and systems; or, (B) Graduation from a standard senior high school or possession of a high school equivalency diploma, and six (6) years of experience in the installation, analysis, design and/or selection of information technology networks and systems; or, (C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

Note: Coursework in information technology from a non-degree-granting computer training institution** may be accepted based upon credit hour equivalence.

Special Note: Because of the rapid evolution of technology in this field five (5) years of qualifying experience must have been gained within the last six (6) years.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable. **Please attach to the application a copy of your transcript(s) showing coursework in computer technology from a non-degree-granting computer training institution.

OFFICE SYSTEMS ANALYST II PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as an Office Systems Analyst I for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

WRITTEN TEST DATE: DECEMBER 14, 2019

COMPUTER OPERATOR IV PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Computer Operator III for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

MAP DRAFTER II OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree* which includes or is supplemented by at least twelve (12) credits in drafting, and six (6) years of experience as a drafter, at least four (4) years of which must have been as a map drafter; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and eight (8) years of experience as a drafter, at least four (4) years of which must have been as a map drafter; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Notes: Additional relevant education* from a college with federally-authorized accreditation or registration by NY State (which includes course work in drafting, surveying or cartography) will be substituted for the general drafting experience on a year-for-year basis up to a maximum of four (4) years. Candidates must possess the four (4) years of specific experience as a map drafter. Coursework in drafting, surveying or cartography from a non-degree-granting institution* may be accepted based upon credit hour equivalence. Candidates must possess the four (4) years of specific experience as a map drafter.

*Please attach to the application a copy of your coursework in drafting, surveying or cartography from a non-degree-granting institution or college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

MAP DRAFTER II PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Map Drafter I for at least two (2) years or as a Drafter I in the Suffolk County Real Property Tax Service Agency for at least four (4) years immediately preceding the written examination date.

OFFICE APPLICATIONS SPECIALIST OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree* in a field related to office information systems and technologies, and two (2) years of experience in the utilization of software to create or design specialized forms, reports or models; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in the utilization of software to create or design specialized forms, reports or models; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.
**TRAINING & EXPERIENCE-LAST FILING DATE: DECEMBER 18, 2019**

**ASSISTANT LIBRARY DIRECTOR OC** REQUIRES: Possession of a valid New York State Public Librarian's Professional Certificate and four (4) years of experience in a public library as a professional librarian (professional experience is defined as experience gained after being awarded a Master's Degree in Library Science (MLS), or Master of Science in Information Science (MSIS) or a valid New York State Public Librarian's Professional Certificate); at least two (2) years of this experience must have been at the level of Librarian II or higher; or a satisfactory equivalent encompassing service as a department head in a small library or head of a small branch.

*Necessary Special Requirement*
Appointees must maintain a valid New York State Public Librarian’s Professional Certificate throughout employment in this title.

**ASSISTANT LIBRARY DIRECTOR PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Librarian IV for at least one (1) year or as a Librarian II or III for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

*Necessary Special Requirement*
Appointees must maintain a valid New York State Public Librarian’s Professional Certificate throughout employment in this title.

**BUDGET DIRECTOR OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Master's Degree* in Business Administration, or Finance and eight (8) years of experience in public finance, public budgeting systems, and/or intergovernmental revenue systems, two (2) years of which must have been at an administrative** level; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Business Administration, or Finance and ten (10) years of experience in public finance, public budgeting systems and/or intergovernmental revenue systems, two (2) years of which must have been at an administrative** level; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

**The term "administrative", as used here, refers to a policy-making position involving responsibility for high-level policy decisions; i.e., responsible direction of an organization comprised of more than one unit and involving multiple functions. The experience must involve areas such as planning, resource allocation, policy formulation and fiscal accountability.**

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.*

**LIBRARIAN III OC** REQUIRES: Possession of a valid New York State Public Librarian's Professional Certificate and four (4) years of experience as a professional librarian (professional experience is defined as experience gained after being awarded a Master's Degree in Library Science (MLS), or a Master of Science in Information Science (MSIS) or a valid New York State Public Librarian’s Professional Certificate).

*Necessary Special Requirement*
Appointees must maintain a valid New York State Public Librarian’s Professional Certificate throughout employment in this title.

**LIBRARIAN III PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Librarian II for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

*Necessary Special Requirement*
Appointees must maintain a valid New York State Public Librarian’s Professional Certificate throughout employment in this title.

**LIBRARIAN IV PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Librarian III for at least one (1) year or as a Librarian II for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

*Necessary Special Requirement*
Appointees must maintain a valid New York State Public Librarian’s Professional Certificate throughout employment in this title.

**LIBRARY DIRECTOR OC** REQUIRES: Possession of a valid New York State Public Librarian’s Professional Certificate, and four (4) years of experience in a public library as a professional librarian (professional experience is defined as experience gained after being awarded a Master's Degree in Library Science (MLS), or a Master of Science in Information Science (MSIS) or a valid New York State Public Librarian’s Professional Certificate); at least three (3) years of this experience must have been at the level of Librarian II or higher; or a satisfactory equivalent encompassing service as a library department head or head of a small branch.

*Necessary Special Requirement*
Appointees must maintain a valid New York State Public Librarian’s Professional Certificate throughout employment in this title.

**LIBRARY DIRECTOR PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as an Assistant Library Director for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

*Necessary Special Requirement*
Appointees must maintain a valid New York State Public Librarian’s Professional Certificate throughout employment in this title.
WRITTEN TEST DATE: JANUARY 11, 2020

EMERGENCY SERVICES DISPATCHER I OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

Necessary Special Requirements
Candidates must possess an Emergency Medical Technician certificate, issued by the New York State Department of Health, at the time of appointment. Appointees must obtain a certificate both as an Emergency Medical Dispatcher and as a Fire Services Dispatcher through an approved course as determined by the appointing authority within six (6) months of the date of appointment, and must maintain valid certificates as an Emergency Medical Dispatcher and as a Fire Services Dispatcher throughout their employment in this title. Candidates must be free of any speech, hearing or vision defects, which would impair their functioning in this position.

EMERGENCY SERVICES DISPATCHER II PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as an Emergency Services Dispatcher I in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

Necessary Special Requirements
Candidates must possess both an Emergency Medical Dispatcher certificate and a Fire Services Dispatcher certificate gained through an approved course as determined by the appointing authority; appointees must maintain valid certificates throughout their employment in this title. Depending upon assignment, may be required to possess a valid license to operate a motor vehicle in New York State.

EMERGENCY SERVICES DISPATCHER III PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as an Emergency Services Dispatcher II in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

Necessary Special Requirements
Candidates must possess both an Emergency Medical Dispatcher certificate and a Fire Services Dispatcher certificate gained through an approved course as determined by the appointing authority; appointees must maintain valid certificates throughout their employment in this title. Depending upon assignment, may be required to possess a valid license to operate a motor vehicle in New York State.

ENVIRONMENTAL AIDE OC REQUIRES: Either: (a) Graduation from a standard senior high school or possession of a high school equivalency diploma; or, (b) One (1) year of experience in environmental control; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

CONTINUOUS RECRUITMENT

EMERGENCY MEDICAL TECHNICIAN (BASIC) OC REQUIRES: Possession of one of the following certificates issued by the New York State Department of Health: Emergency Medical Technician-Basic Certificate; Emergency Medical Technician-Intermediate Certificate; Emergency Medical Technician-Critical Care Certificate; or Emergency Medical Technician-Paramedic Certificate. Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

Necessary Special Requirements (Vary by jurisdiction)
1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver's license, and maintain such license throughout employment in this position.
3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.

EMERGENCY MEDICAL TECHNICIAN (CRITICAL CARE) OC REQUIRES: Possession of one of the following certificates issued by the New York State Department of Health: Emergency Medical Technician-Critical Care or Emergency Medical Technician-Paramedic. Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

Necessary Special Requirements (Vary by Jurisdiction)
1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver's license, and maintain such license throughout employment in this position.

3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.

4. Candidates for Emergency Medical Technician-Critical Care and Emergency Medical Technician-Paramedic must have completed the Suffolk Regional Emergency Medical Advisory Committee’s (REMAC) Advanced Life Support credentialing process at the time of appointment and must complete all protocol and policy updates throughout employment in the position.

5. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.

**EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC) OC** REQUIRES: Possession of an Emergency Medical Technician-Paramedic Certificate issued by the New York State Department of Health. Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

**Necessary Special Requirements (Vary by Jurisdiction)**

1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.

2. Candidates may be required to possess the appropriate New York State driver’s license, and maintain such license throughout employment in this position.

3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.

4. Candidates for Emergency Medical Technician-Critical Care and Emergency Medical Technician-Paramedic must have completed the Suffolk Regional Emergency Medical Advisory Committee’s (REMAC) Advanced Life Support credentialing process at the time of appointment and must complete all protocol and policy updates throughout employment in the position.

5. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.

**MEDICAL SERVICES SPECIALIST OC** REQUIRES: Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor's or Master's Degree* in Nursing or other health or human services field, plus two (2) years of experience as a registered professional nurse** in home health care and/or the review of home health care services for medical necessity or in the delivery of preventive health care services. Experience must have been gained within the last ten (10) years.

**Necessary Special Requirements**

At the time of appointment and during employment in this title, employees must possess a Registered Nurse's license issued by the State of New York.

Employees must also possess and maintain a valid license to operate a motor vehicle in New York State.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable. **Please attach to the application a copy of your current New York State Registered Nurse’s license.

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