ANNOUNCES:

EXAMINATION ANNOUNCEMENT SUMMARY
December 21, 2021

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: https://fe32117171640474721671.pub.s11.sfmc-content.com/littst5wu4e 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 Human Resources, Personnel and 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

WEBSITE
Candidates for all examinations may file on our website. (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 Human Resources, Personnel and 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.

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, volunteer CERT members, members of the Suffolk County Police Explorers program and members of a Volunteer Fire Department or Volunteer Emergency Medical Services Agency Explorers program. 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 our website under “Online Forms,” or when you apply online.

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 Human Resources, Personnel and Civil Service accepts applications for most titles before a test is announced.

SUBSTITUTE SCHOOL CROSSING GUARDS
If you are looking to make a difference in the community, we may have a job for you!
The Suffolk County Police Department is actively hiring school crossing guards. This is an important part of the police department as these individuals are responsible to the safety of children, controlling traffic in school zones and escorting pedestrians across busy intersections in the mornings and afternoons.
Eligible candidates can apply through their local precinct. Unless requested, crossing guards are assigned to an intersection within the precinct they live in. The starting pay is currently $14.07/hr, and will increase to $15/hr on January 1st. Both permanent and substitute positions are available.
Permanent positions offer part-time hours during school arrival and dismissal (17.5hrs/wk), while receiving the same medical, vision and dental benefits as full-time Suffolk County employees (combined is worth over $20,000 in benefits). All crossing guards will have a flexible schedule.

LAST FILING DATE: DECEMBER 29, 2021

<table>
<thead>
<tr>
<th>SPECIFICATION #</th>
<th>TITLE</th>
<th>ANNUAL SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>0829</td>
<td>ASSISTANT LIBRARY DIRECTOR OC</td>
<td>Usual Annual Salary $110,000-$133,875**</td>
</tr>
<tr>
<td>0829</td>
<td>ASSISTANT LIBRARY DIRECTOR PR</td>
<td>Usual Annual Salary $110,000-$133,875**</td>
</tr>
<tr>
<td>0821</td>
<td>LIBRARIAN III OC</td>
<td>Usual Annual Salary $65,498-$76,379**</td>
</tr>
<tr>
<td>0821</td>
<td>LIBRARIAN III PR</td>
<td>Usual Annual Salary $65,498-$76,379**</td>
</tr>
<tr>
<td>0822</td>
<td>LIBRARIAN IV PR</td>
<td>Usual Annual Salary $72,246-$88,775**</td>
</tr>
<tr>
<td>0839</td>
<td>LIBRARY DIRECTOR OC</td>
<td>Usual Annual Salary $110,000-$177,704**</td>
</tr>
<tr>
<td>0839</td>
<td>LIBRARY DIRECTOR PR</td>
<td>Usual Annual Salary $125,000-$177,704**</td>
</tr>
</tbody>
</table>

LAST FILING DATE: DECEMBER 22, 2021

<table>
<thead>
<tr>
<th>SPECIFICATION #</th>
<th>TITLE</th>
<th>ANNUAL SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>5700</td>
<td>CRIMINAL IDENTIFICATION TECHNICIAN TRAINEE OC</td>
<td>$40,899 Grade 16</td>
</tr>
<tr>
<td>5708</td>
<td>FINGERPRINT ANALYST TRAINEE OC</td>
<td>$40,899 Grade 16</td>
</tr>
</tbody>
</table>

LAST FILING DATE: JANUARY 5, 2022

<table>
<thead>
<tr>
<th>SPECIFICATION #</th>
<th>TITLE</th>
<th>ANNUAL SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2110</td>
<td>PUBLIC HEALTH SANITARIAN TRAINEE OC</td>
<td>$40,899 Grade 16</td>
</tr>
<tr>
<td>2102</td>
<td>PUBLIC HEALTH SANITARIAN TRAINEE (SPANISH SPEAKING) OC</td>
<td>$40,899 Grade 16</td>
</tr>
</tbody>
</table>

LAST FILING DATE: DECEMBER 29, 2021

<table>
<thead>
<tr>
<th>SPECIFICATION #</th>
<th>TITLE</th>
<th>ANNUAL SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>6148</td>
<td>CRIME VICTIMS ADVOCATE OC</td>
<td>$40,899 Grade 16</td>
</tr>
<tr>
<td>6150</td>
<td>CRIME VICTIMS ADVOCATE (SPANISH SPEAKING) OC</td>
<td>$40,899 Grade 16</td>
</tr>
<tr>
<td>9400</td>
<td>DEPUTY DIRECTOR OF REAL PROPERTY TAX SERVICE OC</td>
<td>$76,264 Grade 31</td>
</tr>
<tr>
<td>0693</td>
<td>LAND MANAGEMENT SPECIALIST III OC</td>
<td>$46,797 Grade 19</td>
</tr>
<tr>
<td>0696</td>
<td>LAND MANAGEMENT SPECIALIST VI PR</td>
<td>$76,264 Grade 31</td>
</tr>
<tr>
<td>0207</td>
<td>PRINCIPAL ACCOUNT CLERK OC</td>
<td>$42,752** Grade 17</td>
</tr>
<tr>
<td>0207</td>
<td>PRINCIPAL ACCOUNT CLERK PR</td>
<td>$42,752** Grade 17</td>
</tr>
<tr>
<td>0681</td>
<td>REAL PROPERTY RECORDER I OC</td>
<td>$31,216** Grade 9</td>
</tr>
<tr>
<td>0684</td>
<td>REAL PROPERTY RECORDER IV PR</td>
<td>$44,709 Grade 18</td>
</tr>
<tr>
<td>0206</td>
<td>SENIOR ACCOUNT CLERK OC</td>
<td>$37,062** Grade 14</td>
</tr>
<tr>
<td>0206</td>
<td>SENIOR ACCOUNT CLERK PR</td>
<td>$37,062** Grade 14</td>
</tr>
<tr>
<td>6149</td>
<td>VICTIMS SERVICES COORDINATOR PR</td>
<td>$51,260 Grade 21</td>
</tr>
</tbody>
</table>

LAST FILING DATE: JANUARY 12, 2022

<table>
<thead>
<tr>
<th>SPECIFICATION #</th>
<th>TITLE</th>
<th>ANNUAL SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>6139</td>
<td>PARALEGAL OC</td>
<td>$42,752** Grade 17</td>
</tr>
</tbody>
</table>

LAST FILING DATE: JANUARY 26, 2022

<table>
<thead>
<tr>
<th>SPECIFICATION #</th>
<th>TITLE</th>
<th>ANNUAL SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>5182</td>
<td>CODE COMPLIANCE COORDINATOR OC</td>
<td>Usual Annual Salary $53,657**</td>
</tr>
</tbody>
</table>
**LAST FILING DATE: FEBRUARY 2, 2022**

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

<table>
<thead>
<tr>
<th>SPECIFICATION #</th>
<th>TITLE</th>
<th>ANNUAL SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2670</td>
<td>EMERGENCY MEDICAL TECHNICIAN (BASIC) OC</td>
<td>Usual Annual Salary $37,000-60,000**</td>
</tr>
<tr>
<td>2673</td>
<td>EMERGENCY MEDICAL TECHNICIAN (CRITICAL CARE) OC</td>
<td>Usual Annual Salary $37,000-60,000**</td>
</tr>
<tr>
<td>2674</td>
<td>EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC) OC</td>
<td>Usual Annual Salary $37,000-60,000**</td>
</tr>
<tr>
<td>2641</td>
<td>MEDICAL SERVICES SPECIALIST OC</td>
<td>Annual Salary $76,708 Grade 25 Step 6</td>
</tr>
<tr>
<td>2020</td>
<td>PUBLIC HEALTH NURSE I OC</td>
<td>$59,404 Grade 21 Step 3</td>
</tr>
</tbody>
</table>

**PR - OPEN-COMPETITIVE**

**OC - PROMOTIONAL**

**OC - PROMOTIONAL**

**** SALARIES VARY BY JURISDICTION**

| **TRAINING & EXPERIENCE-LAST FILING DATE: DECEMBER 29, 2021** |

**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 last filing date.

**Necessary Special Requirement**

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

**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 IV 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 last filing 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 last filing 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 last filing 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 29, 2022

CRIMINAL IDENTIFICATION TECHNICIAN TRAINEE OC REQUIRES: Either: (a) Completion of one (1) photography course* from a college with federally-authorized accreditation or registration by NY State, or vocational school* recognized by the New York State Department of Education; or; (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and one (1) year of paid experience in taking fingerprints and/or photography.

Necessary Special Requirement
At the time of appointment, and during employment in this title employees may be required to possess a valid license to operate a motor vehicle in New York State.

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

FINGERPRINT ANALYST TRAINEE OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of clerical experience involving record maintenance and database access.

Note: Additional education* beyond high school from a college with federally-authorized accreditation or registration by NY State may be substituted for the above experience on a year-for-year basis.

* 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.

PUBLIC HEALTH SANITARIAN TRAINEE OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* including, or supplemented by, a minimum of thirty (30) credit hours in the natural sciences, of which not more than twelve (12) credit hours are in the applied sciences.

Necessary Special Requirement
At the time of appointment, and during employment in this title, employees will be required to possess 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.

PUBLIC HEALTH SANITARIAN TRAINEE (SPANISH SPEAKING) OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* including, or supplemented by, a minimum of thirty (30) credit hours in the natural sciences, of which not more than twelve (12) credit hours are in the applied sciences.

Necessary Special Requirement
At the time of appointment, and during employment in this title, employees will be required to possess 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.

-----------------------------------------------------------------------------------------

WRITTEN TEST DATE: FEBRUARY 5, 2022

CRIME VICTIMS ADVOCATE OC REQUIRES: (a) Graduation from a college with federally-authorized accreditation or registration by New York State with an Associate's Degree* in Criminal Justice, Psychology or Social Work, and one (1) year of experience in crime victim advocacy; 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 delivery of health, social or community services, one (1) year of which must have been in crime victim advocacy; 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.

CRIME VICTIMS ADVOCATE (SPANISH SPEAKING) OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by New York State with an Associate’s Degree* in Criminal Justice, Psychology or Social Work and one (1) year of experience in crime victim advocacy; or, (b) Graduation from a college with federally authorized accreditation or registration by New York State with an Associate’s Degree and four (4) years of experience in the delivery of health, social or community services, one (1) year of which must have been in crime victim advocacy; 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.

DEPUTY DIRECTOR OF REAL PROPERTY TAX SERVICE OC REQUIRES: Either: (a) Graduation from a college with federally authorized accreditation or registration by NY State with a Bachelor’s Degree*, and two (2) years of experience in a county real property tax service agency, one (1) year of which included administrative or management experience; or, (b) Graduation from a college with federally authorized accreditation or registration by NY State with an Associate’s Degree* and four (4) years of technical experience in a county real property tax service agency, three (3) years of which must have been in an administrative or management capacity; or, (c) Graduation from a college with federally authorized accreditation or registration by NY State with a Bachelor’s Degree*, and four (4) years of experience in an Assessor’s Office in the development and maintenance of tax maps for real property assessment and tax administration, using computer-aided tax mapping programs, two (2) years of which must have been in an administrative or management capacity; or, (d) Graduation from a college with federally authorized accreditation or registration by NY State with an Associate’s Degree*, and six (6) years of experience in an Assessor’s Office in the development and maintenance of tax maps for real property assessment and tax administration, using computer-aided tax mapping programs, four (4) years of which must have been in an administrative or management capacity; or, (e) An equivalent combination of education and experience as described in (a) and (b) or in (c) and (d).

* 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.

LAND MANAGEMENT SPECIALIST III OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor’s Degree*, and two (2) years of experience in the appraisal, purchase, sale, acquisition, title search or management of real property; 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 appraisal, purchase, sale, acquisition, title search or management of real property; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Note: Possession of a New York State Real Estate Broker’s license** will substitute for one (1) year of the above experience.

*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 Real Estate Broker’s license.

LAND MANAGEMENT SPECIALIST VI 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 Land Management Specialist V or Real Estate Agent for at least one (1) year or as a Land Management Specialist IV, Assistant Real Estate Agent or Assistant Leasing Agent for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

PRINCIPAL ACCOUNT CLERK OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and six (6) years of experience in computing and registering data in financial records, accounts, or journals.

Note: Additional education* from a college with federally-authorized accreditation or registration by NY State will be substituted for up to four years of experience at the rate of 30 credits = 1 year, provided that for each 30 credits earned, at least three were in accounting.

*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.

PRINCIPAL ACCOUNT CLERK 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 Senior Account Clerk, Senior Account Clerk Typist or Senior Account Clerk Stenographer for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

REAL PROPERTY RECORDER I OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

REAL PROPERTY RECORDER 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 Real Property Recorder III for at least two (2) years or as a Real Property...
Recorder II for at least three (3) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

SENIOR ACCOUNT CLERK OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and four (4) years of experience in computing and registering data in financial records, accounts, or journals.  
Note: College education* in any area from a college with federally-authorized accreditation or registration by NY State may be substituted for experience at the rate of 30 credits = 1 year, provided that for each 30 credits earned, at least three were in accounting.  
*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.

SENIOR ACCOUNT CLERK 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 Account Clerk, Account Clerk (Spanish Speaking), Account Clerk Typist, Account Clerk Typist (Spanish Speaking), Account Clerk Stenographer or Senior Cashier for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

VICTIMS SERVICES COORDINATOR 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 Crime Victims Advocate or Crime Victims Advocate (Spanish Speaking) in the Suffolk County District Attorney’s Office for at least three (3) years immediately preceding the written examination date.

********************************************************************************

WRITTEN TEST DATE: FEBRUARY 19, 2022

PARALEGAL OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Paralegal Studies; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree*, and successful completion of a Paralegal Assistant certificate program** given by a college or business school with federally-authorized accreditation or registration by NY State; or, (c) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree* in Paralegal Studies and two (2) years of clerical experience in a law office, at least one (1) year of which included drafting motions and doing preliminary legal research; or, (d) Successful completion of a Paralegal Assistant certificate program** given by a college or business school with federally-authorized accreditation or registration by NY State and three (3) years of clerical experience in a law office, at least two (2) years of which included drafting motions and doing preliminary legal research.  
*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 Paralegal Assistant certificate which must have your name, college/business school name, and date of graduation printed on it by the institution.  Grade reports, incomplete transcripts and other similar documents are unacceptable.

********************************************************************************

WRITTEN TEST DATE: MARCH 5, 2022

CODE COMPLIANCE COORDINATOR OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience in the administration of court proceedings, or in inspectional or investigative work utilizing codes or standardized procedures and regulations.

EVIDENCE CONTROL CLERK OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and three (3) years of experience in inventory control, stock-keeping or clerical work.  
Note: Education* from a college with federally-authorized accreditation or registration by NY State may be substituted for experience on a year-for-year basis.  
Necessary Special Requirement  
At the time of appointment and during employment in this title, candidates must possess a valid New York State Driver’s License.  
*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.

EVIDENCE CONTROL CLERK 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 Evidence Control Clerk in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.  
Necessary Special Requirements  
Within four (4) months of appointment, candidates must provide documentation of satisfactory completion of a comprehensive firearms safety course accepted by the appointing authority.  
At the time of appointment and during employment in this title, candidates must possess a valid New York State driver’s license.  
Candidate must be eligible for security clearance to carry and transport illegal firearms and drugs.
**Evidence Control Clerk 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 Evidence Control Clerk 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**

Within four (4) months of appointment, candidates must provide documentation of satisfactory completion of a comprehensive firearms safety course accepted by the appointing authority.

At the time of appointment and during employment in this title, candidates must possess a valid New York State driver's license.

Candidate must be eligible for security clearance to carry and transport illegal firearms and drugs.

**Mail Room Supervisor OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by New York State with an Associate's Degree* and two (2) years of experience in mail services, which includes or is supplemented by one (1) year of supervisory experience; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in mail services, which includes or is supplemented by one (1) year of supervisory experience; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

**Necessary Special Requirement**

Possession of a current New York State Driver’s License at time of appointment; license must be maintained throughout the term of employment in this title.

*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.

**Real Property Recorder II OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of office experience in tax mapping, survey, title, property transfer, appraisal, assessment, real estate, real property, real estate law or real property law.

Note: Additional education* from a college with federally-authorized accreditation or registration by NY State will be substituted for the above experience on a year-for-year basis up to a maximum of one (1) year.

*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.

**Real Property Recorder 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 Real Property Recorder I in the jurisdiction in which the candidate seeks promotion for at least one (1) year immediately preceding the written examination date.

**Support Services Supervisor 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 Mailroom Supervisor or Print Shop Supervisor in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

**Youth Services Coordinator OC** REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* and six (6) years of experience in adolescent social work or a related youth field, two (2) years of which must have been at an administrative level.

Note: Additional relevant education* from a college with federally-authorized accreditation or registration by New York State will be substituted for non-supervisory experience on a year-for-year basis up to a maximum of two (2) 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.

WRITTEN TEST DATE: MARCH 26, 2022

**Deputy Sheriff I OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma recognized by the New York State Department of Education by the date of appointment.

**Special Age Requirement:** Candidates must be at least 19 years and 6 months old on or before the date of the written test. Pursuant to Section 54 of Civil Service Law, applicants within six months of the minimum age will be permitted into the competition. Therefore, candidates who will be 19 years of age by the exam date will be eligible. Eligibility for appointment as a Deputy Sheriff I begins when the candidate reaches age 20. Candidates who reach their 35th birthday before the date of the written exam are not eligible except as follows: Candidates may have a period of active military duty, up to seven years as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

**License Requirement:** Possession of a valid New York State driver’s license at the time of appointment.

**Residence Requirement:** There are no residence requirements to compete in this examination. However, pursuant to local law, only Suffolk County residents are eligible for appointment. To be deemed a resident of Suffolk County, an applicant must have been a legal resident of Suffolk County at the time of certification for appointment and for at least 90 calendar days prior thereto.

**Police Officer Training Course Requirement:** After appointment, candidates will be required to successfully complete a Police Officer Training Course recognized by the New York State Municipal Training Council.
**Citizenship Requirement:** Candidates must be United States citizens at the time of appointment.

**Note:** Pursuant to the provisions of Section 217A of the County Law, candidates who have been convicted of a felony will be barred from appointment and candidates who have been convicted of a misdemeanor may be barred from employment.

**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. 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 (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.

PUBLIC HEALTH NURSE I OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree* in Nursing.

Necessary Special Requirements
At the time of appointment and during employment in this title, candidates must possess a Professional Registered Nurse's License issued by the New York State Education Department. At the time of appointment and during employment in this title, candidates will be required to possess a valid license to operate a motor vehicle in New York State. Candidates must meet federal and New York State employee health requirements, including but not limited to immunizations, for the programs in which they are assigned.

*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.

**************************