

SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE



Edward P. Romaine
Suffolk County Executive

ANNOUNCES:

EXAMINATION ANNOUNCEMENT SUMMARY APRIL 19, 2024

PUBLIC NOTICE

This is a summary of upcoming 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:

<https://apps2.suffolkcountyny.gov/civilservice/efile/default.aspx>

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

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

email: civil.service@suffolkcountyny.gov

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 on the site. For more information visit our home page at: <https://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.

APPLICATION FEE WAIVER

The application processing fee may be waived for Suffolk County residents who are veterans, active military duty, members of the reserves or National Guard, 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.

E-MAILING OF LETTERS

In the near future we will be implementing the e-mailing of correspondence to candidates that have opted in to receive email. This will include examination scheduling letters. Please be sure to check your e-mail for your scheduling information if you have opted in.

IMMEDIATE POSITIONS AVAILABLE FOR CASEWORKER TRAINEES, SOCIAL SERVICES EXAMINERS AND CHILD SUPPORT SPECIALIST TRAINEES IN THE DEPARTMENT OF SOCIAL SERVICES-NO EXAMINATION REQUIRED

Caseworker Trainee and Caseworker Trainee (Spanish Speaking)

Starting Salary \$52,957 plus excellent benefits package

Employees in this title perform entry-level professional social work for individuals and families.

To be eligible, a candidate must possess a Bachelor's Degree.

Social Services Examiner I and Social Services Examiner I (Spanish Speaking)

Starting Annual Salary \$42,360 plus excellent benefits package

Employees in this title determine financial eligibility for programs administered by the Department of Social Services and recommend amounts of assistance.

To be eligible, a candidate must have either:

1. Possession of sixty (60) college credits; or
2. Two (2) years of experience in examining, investigating or evaluating claims for assistance, or
3. A combination of A & B.

Child Support Specialist Trainee and Child Support Specialist Trainee (Spanish Speaking)

Starting Salary \$40,403 plus excellent benefits package

Employees in this title perform entry-level work in conducting investigations and collecting child support payments from individuals legally responsible for the support of dependents.

To be eligible, a candidate must have completed 60 college credits.

For more information on all of these positions and TO APPLY, click HERE:

<https://suffolkcountyny.wd1.myworkdayjobs.com/Suffolkcounty1>

OPEN FILING SYSTEM

The Suffolk County Department of Civil Service accepts applications for most titles before a test is announced.

LAST FILING DATE: MAY 8, 2024

SPECIFICATION # TITLE

0407 DIRECTOR OF CLASSIFICATION PR

TRAINING & EXPERIENCE

ANNUAL SALARY

\$89,810 Grade 34

LAST FILING DATE: APRIL 24, 2024

SPECIFICATION # TITLE

0603 ASSESSMENT ASSISTANT OC

0603 ASSESSMENT ASSISTANT PR

3754 ASSISTANT DIRECTOR OF YOUTH BUREAU OC

0693 LAND MANAGEMENT SPECIALIST III OC

0694 LAND MANAGEMENT SPECIALIST IV OC

0694 LAND MANAGEMENT SPECIALIST IV PR

0695 LAND MANAGEMENT SPECIALIST V PR

WRITTEN TEST DATE: JUNE 1, 2024

ANNUAL SALARY

Usual Annual Salary \$45,880 - \$55,985**

Usual Annual Salary \$45,880 - \$55,985**

Usual Annual Salary \$79,564**

\$48,442** Grade 19

\$55,254** Grade 22

\$55,254** Grade 22

\$66,503** Grade 27

0808 LITERACY VOLUNTEER PROGRAM ASSISTANT
(SPANISH SPEAKING) OC

0681 REAL PROPERTY RECORDER I OC

Usual Annual Salary \$34,565**

\$32,312 Grade 9

Usual Annual Salary \$52,086**

\$53,061** Grade 21

\$59,821 Grade 24

Usual Annual Salary \$53,144-\$67,743**

Usual Annual Salary \$67,743**

Usual Annual Salary \$84,245**

LAST FILING DATE: MAY 1, 2024**SPECIFICATION # TITLE**

3761 COMMUNITY ORGANIZATION SPECIALIST OC
 3755 EXECUTIVE DIRECTOR OF YOUTH BUREAU OC

WRITTEN TEST DATE: JUNE 1, 2024**ANNUAL SALARY**

\$62,353** Grade 25
 Usual Annual Salary \$94,900**

LAST FILING DATE: MAY 8, 2024**SPECIFICATION # TITLE**

6501 PROBATION ASSISTANT OC
 6502 PROBATION ASSISTANT (SPANISH SPEAKING) OC
 6511 PROBATION OFFICER OC

6508 PROBATION OFFICER (SPANISH SPEAKING) OC

WRITTEN TEST DATE: JUNE 15, 2024**ANNUAL SALARY**

\$44,266 Grade 17
 \$44,266 Grade 17
 \$56,898 Grade 21
 Step 1 (Bargaining Unit 16)
 \$56,898 Grade 21
 Step 1 (Bargaining Unit 16)

LAST FILING DATE: MAY 15, 2024**SPECIFICATION # TITLE**

5071 AIRPORT SECURITY GUARD OC

WRITTEN TEST DATE: JUNE 22, 2024**ANNUAL SALARY**

Usual Annual Salary \$48,074**

LAST FILING DATE: MAY 15, 2024**SPECIFICATION # TITLE**

5601 PARK RANGER I OC

WRITTEN TEST DATE: JUNE 29, 2024**ANNUAL SALARY**

Usual Annual Salary \$48,074 - \$57,907**

LAST FILING DATE: JULY 3, 2024**SPECIFICATION # TITLE**

7460 WASTEWATER TREATMENT PLANT
 OPERATOR TRAINEE OC

WRITTEN TEST DATE: AUGUST 3, 2024**ANNUAL SALARY**

\$43,430** Grade 16
 Usual Annual Salary \$55,012

OC - OPEN-COMPETITIVE

PR - PROMOTIONAL

**SALARIES VARY BY JURISDICTION

TRAINING & EXPERIENCE: MAY 8, 2024

DIRECTOR OF CLASSIFICATION 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 in the Suffolk County Department of Civil Service as a Chief Personnel Analyst (Classification) for at least two (2) years or as a Principal Personnel Analyst for at least four (4) years immediately preceding the written examination date.

WRITTEN TEST DATE: JUNE 1, 2024

ASSESSMENT ASSISTANT OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and three (3) years of experience in an occupation involving the valuation of real property.

Note: Additional education* beyond high school from a college with federally-authorized accreditation or registration by NY State will be substituted for experience on a year-for-year basis up to a maximum of two (2) years.

Necessary Special Requirement

At the time of appointment and during employment in this title, employees must 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.

ASSESSMENT ASSISTANT 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 Assessment Aide for at least three (3) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirement

At the time of appointment and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

ASSISTANT DIRECTOR OF YOUTH BUREAU OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* and two (2) years of professional experience dealing with the social and educational aspects of youth and their problems.

Note: Additional relevant education* from a college with federally-authorized accreditation or registration by NY State will be substituted for 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.

COMMUNITY ORGANIZATION SPECIALIST OC REQUIRES: Graduation from a New York State or Regionally accredited college or university with a Bachelor's Degree*, and five (5) years of experience in planning or programming in the areas of community organization, social welfare, health, education or public administration.

Note: Additional relevant education* will be substituted for 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.

EXECUTIVE DIRECTOR OF YOUTH BUREAU OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* and four (4) years of professional experience dealing with the social and educational aspects of youth and their problems.

Note: Additional relevant education* from a college with federal-authorized accreditation or registration by NY State will be substituted for 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.

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 IV OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor's Degree*, and four (4) 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 eight (8) 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 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 Land Management Specialist III or Principal Title Searcher for at least one (1) year or as a Land Management Specialist II for at least three (3) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

LAND MANAGEMENT SPECIALIST V 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(n) Assistant Real Estate Agent, Assistant Leasing Agent or Land Management Specialist IV for at least one (1) year or as a Land Management Specialist III for at least three (3) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

LITERACY VOLUNTEER PROGRAM ASSISTANT (SPANISH SPEAKING) OC REQUIRES: Either: (a) Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience working in a library literacy office; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience working as a volunteer in a literacy program; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Necessary Special Requirements

At the time of appointment and throughout employment in this title, employees are required to possess a valid license to operate a motor vehicle in New York State.

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

RUNAWAY COORDINATOR OC REQUIRES: Either: (a) Graduation from a college with federally authorized accreditation or registration by NY State with a Bachelor's Degree* and two years of experience in adolescent social work; or, (b) Graduation from High School or possession of a high school equivalency diploma and six years of experience in adolescent social work; or, (c) An equivalent combination of training 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.

SOCIAL SERVICES TRAINING SPECIALIST OC REQUIRES: (a) Graduation from a college with federally authorized accreditation or registration by NY State with a Bachelor's Degree*, and three (3) years of experience in a position involving social services assistance programs. This experience must have included one (1) year in the formulation, development, and facilitation of staff training programs in a NYS public social services agency; or,

(b) Graduation from a college with federally authorized accreditation or registration by NY State with an Associate's Degree*, and five (5) years of experience in a position involving social services assistance programs. This experience must have included two (2) years in the formulation, development, and facilitation of staff training programs in a NYS public social services agency.

*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.

YOUTH COUNSELOR OC REQUIRES: Either: (a) Graduation from a college with federally authorized accreditation or registration by New York State with a Master's Degree* in Social Work or Mental Health Counseling; or, (b) Graduation from a college with federally authorized accreditation or registration by New York State with a Bachelor's Degree*, and one (1) year of experience in youth counseling.

*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.

YOUTH COUNSELOR (SPANISH SPEAKING) OC REQUIRES: Either: (a) Graduation from a college with federally authorized accreditation or registration by New York State with a Master's Degree* in Social Work or Mental Health Counseling; or, (b) Graduation from a college with federally authorized accreditation or registration by New York State with a Bachelor's Degree*, and one (1) year of experience in youth counseling.

*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.

YOUTH PROJECT DIRECTOR OC REQUIRES: (a) Graduation from a New York State or Regionally accredited college or university with a Master's Degree* in Social Work or Counseling, and two (2) years of professional or administrative experience in social work, counseling or probation; or, (b) Graduation from a New York State or Regionally accredited college or university with a Bachelor's Degree* in Social Work or Counseling, and four (4) years of professional or administrative experience in social work, counseling or probation; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Note: The above experience must be directly related to the problems of youth.

*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: JUNE 15, 2024

PROBATION ASSISTANT OC REQUIRES: Either: (a) Graduation from a college with federally authorized accreditation or registration by New York State with an Associate's Degree* or higher in criminal justice, human services, chemical dependency counseling, business administration, or a closely related field; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience working with the public in a public or private human services agency or a criminal justice or juvenile justice agency; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Necessary Special Requirements

Candidate must successfully pass a qualifying medical and psychological evaluation authorized by the Suffolk County Department of Civil Service. At the time of appointment and during employment in this title, candidates are required to possess a valid license to operate a motor vehicle in New York.

*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.

PROBATION ASSISTANT (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* or higher in criminal justice, human services, chemical dependency counseling, business administration, or a closely related field; or, (b) Graduation from a standard senior high school or possession of a high

school equivalency diploma, and two (2) years of experience working with the public in a public or private human services agency or a criminal justice or juvenile justice agency; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Necessary Special Requirements

Candidate must successfully pass a qualifying medical and psychological evaluation authorized by the Suffolk County Department of Civil Service. At the time of appointment and during employment in this title, candidates are required to possess a valid license to operate a motor vehicle in New York.

*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.

PROBATION OFFICER OC REQUIRES: Either: (a) One (1) year of permanent competitive status as a Probation Officer Trainee or Probation Officer Trainee (Spanish Speaking) in a New York State Probation Agency; or, (b) Graduation from a college with federally authorized accreditation or registration by New York State with a Master's Degree in Social Work, Social Sciences, Education, Administration, Law, Criminal Justice, or a related field, or; (c) Graduation from a college with federally authorized accreditation or registration by New York State with a Bachelor's Degree*, including at least thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience in counseling, law enforcement, juvenile or criminal justice, education, or casework in a probation, law enforcement, juvenile or criminal justice, corrections, community corrections, parole, social sciences, mental health, social work or other public or private human services agency.

Notes: Coursework* at the Master's degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

Social science includes areas of study concerned with humans living in relation to other humans in a social environment such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.

Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

Counseling experience involves individuals and/or families, discussing and evaluating their problems (e.g. drug and alcohol abuse, family conflicts, disabilities) and developing and carrying out plans to resolve problems. Those who perform counseling duties work directly with individuals and/or families on an ongoing basis in order to assist them and monitor and evaluate their progress.

Law enforcement experience involves providing for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws and promoting good community relations as a member of a regional state park police or a police force, police department or other organization of a county, city, town, village, housing authority, transit authority or police district.

Education experience involves teaching a curriculum to students or supervising/administering such a curriculum and those teaching it or experience as a guidance counselor, school or educational counselor or instructional coordinator/curriculum coordinator in a criminal justice or juvenile justice setting.

Casework experience involves activities directed toward enhancing a client's ability to cope with and solve problems and the referral of clients to supporting resources and services.

Necessary Special Requirements

At the time of appointment and during employment in this title employees must possess a valid license to operate a motor vehicle in New York State. Candidates must be a United States Citizen at the time of appointment. Candidates will be required to successfully complete the State Requirements of Peace Officer Training and Firearms Training as per New York State Criminal Procedure Law Section 2.3

PROBATION OFFICER (SPANISH SPEAKING) OC REQUIRES: Either: (a) One (1) year of permanent competitive status as a Probation Officer Trainee (Spanish Speaking) in a New York State Probation Agency; or, (b) Graduation from a college with federally authorized accreditation or registration by New York State with a Master's Degree in Social Work, Social Sciences, Education, Administration, Law, Criminal Justice, or a related field, or; (c) Graduation from a college with federally authorized accreditation or registration by New York State with a Bachelor's Degree*, including at least thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience in counseling, law enforcement, juvenile or criminal justice, education, or casework in a probation, law enforcement, juvenile or criminal justice, corrections, community corrections, parole, social sciences, mental health, social work or other public or private human services agency.

Notes: Coursework* at the Master's degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

Social science includes areas of study concerned with humans living in relation to other humans in a social environment such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.

Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

Counseling experience involves individuals and/or families, discussing and evaluating their problems (e.g. drug and alcohol abuse, family conflicts, disabilities) and developing and carrying out plans to resolve problems. Those who perform counseling duties work directly with individuals and/or families on an ongoing basis in order to assist them and monitor and evaluate their progress.

Law enforcement experience involves providing for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws and promoting good community relations as a member of a regional state park police or a police force, police department or other organization of a county, city, town, village, housing authority, transit authority or police district.

Education experience involves teaching a curriculum to students or supervising/administering such a curriculum and those teaching it or experience as a guidance counselor, school or educational counselor or instructional coordinator/curriculum coordinator in a criminal justice or juvenile justice setting.

Casework experience involves activities directed toward enhancing a client's ability to cope with and solve problems and the referral of clients to supporting resources and services.

Necessary Special Requirements

At the time of appointment and during employment in this title employees must possess a valid license to operate a motor vehicle in New York State. Candidates must be a United States Citizen at the time of appointment. Candidates will be required to successfully complete the State Requirements of Peace Officer Training and Firearms Training as per New York State Criminal Procedure Law Section 2.3

WRITTEN TEST DATE: JUNE 22, 2024

AIRPORT SECURITY GUARD OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

Necessary Special Requirements

Candidates must be at least 21 years of age at the time of appointment. At the time of appointment and during employment in this title employees must possess a valid license to operate a motor vehicle in New York State. Candidate must be a United States Citizen at the time of appointment. At the time of appointment to a position designated in Section 2.10 of New York State Criminal Procedure Law as having peace officer status, candidates will be required to possess a valid Suffolk County Pistol Permit and maintain the permit throughout employment in this title. Candidate will be required to successfully complete a CPR/AED Course given by the American Heart Association (AHA) or equivalent health care provider during the first year of employment, and must maintain this certification throughout employment in this title.

After appointment, persons designated as peace officers in Section 2.10 of New York State Criminal Procedure Law will be required to obtain a Peace Officer Training Certificate recognized by the New York State Municipal Police Training Council.

WRITTEN TEST DATE: JUNE 29, 2024

PARK RANGER I OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

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 the Civil Service Law, applicants who are within 6 months of the minimum age will be permitted into the competition. Therefore, candidates who will be 19 years of age by the written test date may take this examination. Eligibility for appointment as a Park Ranger I begins when the candidate reaches age 20.

License Requirement: Candidates will be required to possess a New York State Motor Vehicle Operator's License at the time of appointment.

Residence Requirement: There are no residence requirements to compete in this examination. However, towns usually give preference to hiring their own residents. To be deemed a resident of a town, an applicant must have been a legal resident of that town at the time of certification for appointment and for at least 90 days prior thereto.

Citizenship Requirement: Candidates must be United States citizens at the time of appointment.

Peace Officer Training Certificate: After appointment, employees will be required to obtain a Peace Officer Training Certificate recognized by the New York State Municipal Police Training Council.

WRITTEN TEST DATE: AUGUST 3, 2024

WASTEWATER TREATMENT PLANT OPERATOR TRAINEE OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

Necessary Special Requirement

Depending upon the assignment, at the time of appointment and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

CONTINUOUS RECRUITMENT

DRUG COUNSELOR OC REQUIRES: Current certification from NYS Office of Alcohol and Substance Abuse Services (OASAS) as a Credentialed Alcoholism and Substance Abuse Counselor (CASAC)*, or possession of the requirements necessary to be designated as a Qualified Health Professional (QHP)** as defined in Title 14 NYCRR Part 800.3 (L), with one year of experience or satisfactory completion of a training program in the treatment of substance use disorders.

Necessary Special Requirement

At time of appointment and during employment in this title, candidates are required to maintain status as a QHP. Depending on the nature of the assignment, at the time of appointment and throughout employment in this title, employees may be required to possess a valid license to operate a motor vehicle in New York State. Candidates may be subject to a background investigation.

*Please attach to the application a copy of your credentials as a NYS CASAC or possession of the requirements to be designated as a QHP.

**Please attach to the application a copy of your requirements to be designated as a QHP.

DRUG COUNSELOR (SPANISH SPEAKING) OC REQUIRES: Current certification from NYS Office of Alcohol and Substance Abuse Services (OASAS) as a Credentialed Alcoholism and Substance Abuse Counselor (CASAC)*, or possession of the requirements necessary to be designated as a Qualified Health Professional (QHP)** as defined in Title 14 NYCRR Part 800.3 (L), with one year of experience or satisfactory completion of a training program in the treatment of substance use disorders.

Necessary Special Requirement

At time of appointment and during employment in this title, candidates are required to maintain status as a QHP. Depending on the nature of the assignment, at the time of appointment and throughout employment in this title, employees may be required to possess a valid license to operate a motor vehicle in New York State. Candidates may be subject to a background investigation.

*Please attach to the application a copy of your credentials as a NYS CASAC or possession of the requirements to be designated as a QHP.

**Please attach to the application a copy of your requirements to be designated as a QHP.

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.

PSYCHIATRIC SOCIAL WORKER OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Master's Degree* in Social Work and certification as Licensed Master Social Worker (LMSW)* or Licensed Clinical Social Worker (LCSW)* by the New York State Department of Education.

Necessary Special Requirements

Certification as Licensed Master Social Worker (LMSW) or a Licensed Clinical Social Worker (LCSW) by the New York State Department of Education must be maintained throughout employment in this title. 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 or otherwise demonstrate their capacity to meet the transportation needs of the job.

*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 New York State LMSW or LCSW certification.

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.
