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 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

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

APPLICATIONS FOR EXAMINATIONS THAT INVOLVE TRAINING AND EXPERIENCE EVALUATIONS A candidate who filed for a training and experience examination more than six months prior to the last filing date is advised to amend his or her application to include current information. Candidates are also advised to request from the Department of Human Resources, Personnel, and Civil Service a copy of the official examination announcement which fully describes all the information that must be included in your application. (When critical information is vague or missing, candidates may receive no credit for that part.)

SUBSTITUTE SCHOOL CROSSING GUARDS
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.

CHIEF OFFICE ASSISTANT PR
Please be advised that the CHIEF OFFICE ASSISTANT examination will no longer be offered. All employees who would have qualified to take the CHIEF OFFICE ASSISTANT promotional examination, other than Secretarial Assistant, will now qualify to promote to the title of ADMINISTRATIVE ASSISTANT. Any Secretarial Assistants found to be functioning at the level of an Administrative Assistant will be reclassified based on “Comparability”. No further testing will be required. Secretarial Assistants will also be eligible for appointment to any vacant Administrative Assistant positions without further testing.

SECRETARIAL ASSISTANT PR
Please be advised that the SECRETARIAL ASSISTANT examination will no longer be offered. All employees who would have qualified to take the SECRETARIAL ASSISTANT promotional examination will now qualify to promote to the title of ADMINISTRATIVE ASSISTANT.

SECRETARIAL ASSISTANTS are NOT eligible to take the ADMINISTRATIVE ASSISTANT examination on a promotional basis. However, they would be eligible for appointment to ADMINISTRATIVE ASSISTANT without further testing.

If you would like to take the ADMINISTRATIVE ASSISTANT promotional examination, please click on the “Current List of Examinations” on the Department of Human Resources, Personnel and Civil Service website and choose the ADMINISTRATIVE ASSISTANT (Exam # 9-0902) promotional examination.

LAST FILING DATE: FEBRUARY 26, 2020

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Usual Annual Salary $54,618**
FORENSIC SCIENTIST I (BIOLOGICAL SCIENCES) OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Master's Degree* in one of the natural or forensic sciences, including or supplemented by twelve (12) credit hours in biochemistry, genetics, molecular biology, and either statistics or population genetics, and one (1) year of professional experience** in forensic biology; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in one of the natural or forensic sciences, including or supplemented by twelve (12) credit hours in biochemistry, genetics, molecular biology, and either statistics or population genetics. and two (2) years of professional experience** in forensic biology.

Note: **Professional experience is defined as experience involving independent responsibility for the analysis of evidence or specimens, and may include signing and issuing reports. Qualifying 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 will be required to possess a valid license to operate a motor vehicle in New York State. Candidates will be subject to a background investigation.

*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.

FORENSIC SCIENTIST II (DRUG CHEMISTRY) 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 Forensic Scientist I (Drug Chemistry) for at least two (2) years in the Suffolk County Medical Examiner’s Office.

Necessary Special Requirements
At 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. Candidates will be subject to a background investigation.
FORENSIC SCIENTIST II (FIREARMS) OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Master’s Degree* in one of the natural or forensic sciences, including or supplemented by sixteen (16) credit hours in chemistry, and three (3) years of professional experience** in forensic firearms examination; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree* in one of the natural or forensic sciences, including or supplemented by sixteen (16) credit hours in chemistry, and four (4) years of professional experience** in forensic firearms examination; or, (c) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree, and five (5) years of professional** experience in forensic firearms examination.

Note: **Professional experience is defined as experience involving independent responsibility for the analysis of evidence or specimens, and includes the signing and issuing of reports. Qualifying experience must have been gained within the last ten (10) years.

Necessary Special Requirement
At the time of appointment and throughout employment in this title, employees must possess a valid license to operate a motor vehicle in New York State. Candidates will be subject to a background investigation.

*Please attach to the application a copy of your current certification as a New York State registered Nurse Practitioner (NP) or a copy of your current certification as a New York State registered Nurse Practitioner (NP) issued by, and registered with, the State of New York.

At 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. Candidates will be subject to a background investigation.

FORENSIC SCIENTIST IV (DRUG CHEMISTRY) 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 Forensic Scientist III (Drug Chemistry) for at least two (2) years in the Suffolk County Medical Examiner’s Office.

Necessary Special Requirement
At 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. Candidates will be subject to a background investigation.

FORENSIC SCIENTIST IV (FIREARMS) 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 Forensic Scientist III (Firearms) for at least two (2) years in the Suffolk County Medical Examiner’s Office.

Necessary Special Requirement
At 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. Candidates will be subject to a background investigation.

FORENSIC SCIENTIST III (Biological Sciences) 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 Forensic Scientist II (Biological Sciences) for at least two (2) years in the Suffolk County Medical Examiner’s Office.

Necessary Special Requirement
At 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. Candidates will be subject to a background investigation.

CLINICAL NURSE PRACTITIONER OC REQUIRES: Valid certification as a Nurse Practitioner (NP)* issued by, and registered with, the State of New York, with a specialization in a definite area of practice recognized by the State of New York.

Necessary Special Requirements
At the time of appointment and during employment in this title, candidates must possess a valid certification as a Nurse Practitioner (NP) issued by, and registered with, the State of New York. The clinical specialty required for the specific position will be determined by the department. At the time of appointment and during employment in this title, candidates must possess a valid Professional Registered Nurse’s License issued by the State of New York. Depending upon assignment, candidates may be required to meet the State of New York’s pharmacotherapeutic requirements for writing prescriptions. Depending upon assignment, candidates may be required to be credentialed by the Suffolk County Department of Health Services’ Compliance Bureau Credentialing Committee, and maintain this credential throughout employment in 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. 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 current certification as a New York State registered Nurse Practitioner (NP).

WASTEWATER TREATMENT PLANT OPERATOR (3A) OC REQUIRES: Possession of a Type 3A or 4A Wastewater Treatment Plant Operator's certificate* issued by the New York State Department of Environmental Conservation.

Necessary Special Requirements: Candidates must maintain a Grade 3A or 4A Certificate, issued by the New York State Department of Environmental Conservation, while employed in this title. Depending upon the assignment, 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 Type 3A or 4A Wastewater Treatment Plant Operator’s certificate issued by the New York State Department of Environmental Conservation.

WASTEWATER TREATMENT PLANT OPERATOR (3A) PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent status as a Senior Wastewater Treatment Plant Helper for at least two (2) years or as a Wastewater Treatment Plant Helper for at least four (4) years in the jurisdiction in which the candidate seeks promotion immediately preceding the last filing date.  
Note: Candidates must possess a Type 3A or 4A Wastewater Treatment Plant Operator's certificate, issued by the New York State Department of Environmental Conservation. 

Necessary Special Requirements 
Candidates must maintain a Grade 3A or 4A Certificate, issued by the New York State Department of Environmental Conservation, while employed in this title.  Depending upon the assignment, 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.

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WRITTEN TEST DATE: MARCH 28, 2020

SOCIAL SERVICES EXAMINER I (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 in examining, investigating or evaluating claims for assistance, veterans’ or unemployment benefits, insurance or a similar program operating under established criteria for eligibility; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience in a NYS public social services agency performing duties that require substantial client contact for the purpose of implementing, assessing or directly providing agency programs and services.  
Note: Additional education* from a college with federally-authorized accreditation or registration by NY State will be substituted for experience on a year-for-year basis. 

Necessary Special Requirements 
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.

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WRITTEN TEST DATE: MARCH 21, 2020

ACCOUNTANT OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree*, which includes, or is supplemented by, at least twenty-four (24) credits in Accounting, and two (2) years of experience as an accountant or auditor.  
Notes: Bookkeeping experience will NOT be credited towards meeting the above minimum qualifications. Possession of a New York State license** as a Certified Public Accountant may be substituted for two (2) years of experience as an accountant or auditor.  
*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 NY State license as a Certified Public Accountant.

AUDITOR OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* which includes, or is supplemented by, at least twenty-four (24) credits in Accounting, and two (2) years of experience as an accountant or auditor.  
Notes: Bookkeeping experience will NOT be credited towards meeting the above minimum qualifications. Possession of a New York State license as a Certified Public Accountant may be substituted for two (2) years of experience as an accountant or auditor.  
*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 NY State license as a Certified Public Accountant.

AUDITOR TRAINEE OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree*, which includes, or is supplemented by, at least twenty-four (24) credit hours 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.

CLINIC COORDINATOR (DRUG ABUSE) OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Master’s Degree* in Human Services, and current certification** from NYS Office of Alcohol and Substance Abuse Services (OASAS) as a Credentialled 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 Requirements**

At time of appointment and during employment in this title, candidates are required to maintain status as a QHP. Candidates will be required to complete thirty (30) hours of Clinical Supervision Foundations I & II training within one (1) year of appointment. 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 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 certification as a CASAC from the NYS OASAS.

**COORDINATOR OF COMMUNITY BASED DRUG PROGRAMS 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 experience providing administrative oversight, educational services, or clinical services for an agency concerned with community mental hygiene, two (2) years of which must have been in a supervisory capacity.

Note: Additional graduate education* in the Human Services from a college with federally-authorized accreditation or registration by NY State will substitute for non-supervisory experience on a year-for-year basis up to a maximum of one (1) year.

**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.

**DRUG AND ALCOHOL COUNSELOR I OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree*, and one (1) year of counseling experience in drug and/or alcohol abuse; or, (b) Registration as a credentialed Alcoholism and Substance Abuse Counselor (CASAC)** by the New York State Office of Alcoholism and Substance Abuse Services.

Note: Graduate education* in social work or substance abuse counseling will be substituted for experience described in (a) 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.

**Please attach to the application a copy of your registration as a CASAC issued by the NYS OASAS.

**DRUG AND ALCOHOL COUNSELOR I (SPANISH SPEAKING) OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree*, and one (1) year of counseling experience in drug and/or alcohol abuse; or, (b) Registration as a credentialed Alcoholism and Substance Abuse Counselor (CASAC)** by the New York State Office of Alcoholism and Substance Abuse Services.

*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 registration as a CASAC issued by the NYS OASAS.

**DRUG COUNSELOR OC** REQUIRES: Current certification from NYS Office of Alcohol and Substance Abuse Services (OASAS) as a Certified 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 Requirements**

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 current Certified Alcoholism and Substance Abuse Counselor certification or satisfaction of requirements to be designated as a Qualified Health Professional.

**INVESTIGATIVE AUDITOR OC** REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* which includes or is supplemented by at least twenty-four (24) credits in accounting and five (5) years of experience as an accountant or auditor, one (1) year of which must have been in the field of tax accounting.

Notes: Bookkeeping experience will not be credited towards meeting the above minimum qualifications. Possession** of a New York State License as a Certified Public Accountant may be substituted for two (2) years of non-specific experience as an Accountant or Auditor.

*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 NYS Certified Public Accountant license.
INVESTIGATIVE AUDITOR 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 Principal Accountant or Principal Auditor for at least two (2) years or as a Senior Accountant or Senior Auditor for at least four (4) years in the jurisdiction in which the candidate seeks promotion for immediately preceding the written examination date.

RENTAL SUBSIDY PROGRAM ASSISTANT OC REQUIRES: Either: (a) Thirty (30) credits* from a college with federally-authorized accreditation or registration by NY State and one (1) year property management, rental or leasing office experience; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of property management, rental or leasing office experience; 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.

RENTAL SUBSIDY PROGRAM TECHNICIAN OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate’s Degree*, and two (2) years of experience in establishing eligibility for participants and overseeing the day-to-day operations of a federally funded rental subsidy program; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in establishing eligibility for participants and overseeing the day-to-day operations of a federally funded rental subsidy program; 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.

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, including one (1) year of study in a psychiatric setting.
Note: One (1) year of experience as a psychiatric social worker may be substituted for the above year of study in a psychiatric setting.

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 at time of appointment. Certification 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.

SENIOR ACCOUNTANT OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* which includes, or is supplemented by, at least twenty-four (24) credits in Accounting and four (4) years of experience as an accountant or auditor.
Notes: Bookkeeping experience will NOT be credited toward meeting the above minimum qualifications. Possession of a New York State license** as a Certified Public Accountant may be substituted for two (2) years of experience as an accountant or auditor.
*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 NY State license as a Certified Public Accountant.

SENIOR ACCOUNTANT 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 Accountant or Auditor in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

SENIOR PSYCHIATRIC SOCIAL WORKER 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 Psychiatric Social Worker or Psychiatric Social Worker-Alcoholism in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

Necessary Special Requirements
At the time of appointment and during employment in this title, candidates must possess a Certification as a Licensed Clinical Social Worker (LCSW) by the New York State Department of Education. 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.

** Please attach to the application a copy of your NY State license as a Certified Public Accountant.
WRITTEN TEST DATE: APRIL 4, 2020

CHILD SUPPORT SPECIALIST TRAINEE OC REQUIRES: Completion of sixty (60) credits* from a college with federally-authorized accreditation or registration by NY State.

Necessary Special Requirements

Candidates must be bondable. Within one (1) year of appointment, employees must obtain a NYS Notary Public License. The license must be maintained throughout employment in this title. 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.

CHILD SUPPORT SPECIALIST (SPANISH SPEAKING) OC REQUIRES: Completion of sixty (60) credits* from a college with federally-authorized accreditation or registration by NY State.

Necessary Special Requirements

Candidates must be bondable. Within one (1) year of appointment, employees must obtain a NYS Notary Public License. The license must be maintained throughout employment in this title. 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.

WRITTEN TEST DATE: APRIL 18, 2020

LIBRARY ASSISTANT OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor’s Degree*. Candidates enrolled in their final semester of baccalaureate studies will be permitted to compete in this examination on a pending basis. Pending candidates who fail to complete all degree requirements by June 30, 2020 will be disqualified from the competition and all pending candidates passing the examination must furnish proof that degree requirements were completed by this date.

*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.

LIBRARY ASSISTANT (SPANISH SPEAKING) OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor’s Degree*. Candidates enrolled in their final semester of baccalaureate studies will be permitted to compete in this examination on a pending basis. Pending candidates who fail to complete all degree requirements by June 30, 2020 will be disqualified from the competition and all pending candidates passing the examination must furnish proof that degree requirements were completed by this date.

*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: APRIL 25, 2020

ASSISTANT ELECTRICAL ENGINEER OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree* in Electrical Engineering or Mechanical Engineering, and two (2) years of experience in design and/or installation of electrical systems and equipment; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma and six (6) years of experience in design and/or installation of electrical systems and equipment; 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.

ASSISTANT HIGHWAY ZONE SUPERVISOR OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and five (5) years of experience in highway maintenance and construction work, two (2) years of which must have been in a supervisory capacity.

Note: Experience may be substituted for education on a year-for-year basis. Education* beyond high school may be substituted for experience on a year-for-year basis to a maximum of four (4) years, provided the candidate possesses at least one (1) year of supervisory experience in highway maintenance and construction activities.

*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.

ASSISTANT HIGHWAY ZONE SUPERVISOR PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent non-competitive status as a Highway Labor Crew Leader in the jurisdiction in which the candidate seeks
promotion for at least two (2) years in the jurisdiction in which the candidate seeks promotion for immediately preceding the written examination date.

**ASSISTANT MECHANICAL ENGINEER OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Mechanical or Electrical Engineering, and two (2) years of experience in the design and/or installation of mechanical systems and equipment; 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 design and/or installation of mechanical systems and equipment; 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.

**ASSISTANT MECHANICAL ENGINEER TRAINEE OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Mechanical or Electrical Engineering, and two (2) years of experience in the design and/or installation of mechanical systems and equipment; 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 design and/or installation of mechanical systems and equipment; 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.

**ASSOCIATE ELECTRICAL ENGINEER OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Electrical Engineering or Mechanical Engineering, and eight (8) years of experience in the design and/or installation of electrical systems and equipment, including four (4) years as a Licensed Professional Engineer**; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma and twelve (12) years of experience in the design and/or installation of electrical systems and equipment, including four (4) years as a Licensed Professional Engineer**; 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. Graduate reports, incomplete transcripts and other similar documents are unacceptable. **Please attach to the application a copy of your Professional Engineer’s License.

**ELECTRICAL ENGINEER OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree* in Electrical Engineering or Mechanical Engineering and six (6) years of experience in design and/or installation of electrical systems and equipment, including two (2) years as a Licensed Professional Engineer**; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma and ten (10) years of experience in design and/or installation of electrical systems and equipment, including two (2) years as a Licensed Professional Engineer**; 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.

**HIGHWAY MAINTENANCE CREW LEADER OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in highway maintenance and/or general construction work.

Notes: Additional education* in a construction-related field from a college with federally-authorized accreditation or registration by NY State or from a similarly licensed or registered trade school may be substituted for experience on a year-for-year basis up to a maximum of two (2) years. Additional experience as defined above may be substituted for education on a year-for-year basis.

*Please attach to the application a copy of your college or trade school 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.

**HIGHWAY ZONE SUPERVISOR OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and seven (7) years of experience in highway maintenance and construction work, two (2) years of which must have been in a supervisory capacity.

Note: Experience may be substituted for education on a year-for-year basis. Education* beyond high school may be substituted for experience on a year-for-year basis to a maximum of four (4) years, provided the candidate possesses at least one (1) year of supervisory experience in highway maintenance and construction activities.

*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.
HIGHWAY ZONE 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 an Assistant Highway Zone Supervisor in the jurisdiction in which the candidate seeks promotion for at least one (1) year in the jurisdiction in which the candidate seeks promotion for immediately preceding the written examination date.

INDUSTRIAL ENGINEER OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Industrial Engineering, Business, Public Administration, Economics, Industrial Psychology, or related discipline and four (4) years of experience in researching, analyzing and developing plans for improved operations and productivity.

*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.

INVESTIGATOR I OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a minimum of an Associate’s Degree* in Criminal Justice or a related field; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of investigative experience; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Note: Qualifying experience is defined as any investigative experience including investigating or evaluating claims for assistance, benefits, insurance, need for services, etc.

Necessary Special Requirements
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. Within six (6) months, employees hired after 3/18/97 must obtain a New York State Notary Public License. The license must be maintained throughout 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.

INVESTIGATOR I (SPANISH SPEAKING) OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a minimum of an Associate’s Degree* in Criminal Justice or a related field; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of investigative experience; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Note: Qualifying experience is defined as any investigative experience including investigating or evaluating claims for assistance, benefits, insurance, need for services, etc.

Necessary Special Requirements
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. Within six (6) months, employees hired after 3/18/97 must obtain a New York State Notary Public License. The license must be maintained throughout 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.

MATERIEL CONTROL CLERK IV OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree* and three (3) years of clerical, mail processing, inventory control and/or stock-keeping experience; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma and five (5) years of clerical, mail processing, inventory control and/or stock-keeping experience; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Necessary Special Requirement
Depending on the nature of the position under consideration, candidates may be required at the time of appointment and during employment in this title to 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.

MATERIEL CONTROL CLERK IV PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent non-competitive status as a Materiel Control Clerk III or Storekeeper in the jurisdiction in which the candidate seeks promotion for at least two (2) years in the jurisdiction in which the candidate seeks promotion for immediately preceding the written examination date.

SENIOR MECHANICAL ENGINEER OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Mechanical or Electrical Engineering, and six (6) years of experience in the design and/or installation of mechanical systems and equipment, including two (2) years as a Licensed Professional Engineer**; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and ten (10) years of experience in the design and/or installation of mechanical systems and equipment, including two (2) years as a Licensed Professional Engineer**; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Necessary Special Requirement
At the time of appointment and throughout employment in this title, the employee must possess a Professional Engineer's 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 Professional Engineer’s license.

**SENIOR PURCHASING AGENT PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent non-competitive status as a Purchasing Agent in the jurisdiction in which the candidate seeks promotion for at least one (1) year in the jurisdiction in which the candidate seeks promotion for immediately preceding the written examination date.

**URBAN FORESTER OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's degree in Forestry or a related field, and two (2) years of experience in landscaping and/or tree pruning, one (1) year of which must have been in a supervisory capacity; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and six (6) years of experience in landscaping and/or tree pruning, one (1) year of which must have been in a supervisory capacity; 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 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.

*W R I T T E N  T E S T  D A T E :  M A Y  2 , 2 0 2 0*

**ADMINISTRATIVE ASSISTANT OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree* and one (1) year of office administrative experience; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and five (5) years of office administrative experience; 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.

**ADMINISTRATIVE 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 a Personnel Transactions Supervisor, Principal Account Clerk, Principal Legal Secretary, Principal Library Clerk, Principal Office Assistant, Principal Stenographer, Senior Police Operations Aide or Senior School Substitute Coordinator for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

**PRINCIPAL OFFICE ASSISTANT OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and four (4) years of clerical experience.

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.

**Necessary Special Requirement**

To be employed by the Suffolk County Police Department candidates may be required to attain New York State Police Information Network (NYSPIN) certification within (1) month of appointment; employees must maintain this certification while employed 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.

**PRINCIPAL OFFICE 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 a Medical Records Clerk, Medical Records Clerk (Spanish Speaking), Real Property Recorder III, Senior Clerk, Senior Data Entry Operator, Senior Legal Secretary, Senior Library Clerk, Senior Office Assistant, Senior Office Assistant (Spanish Speaking), Senior Police Operations Aide or Senior Stenographer for at least two (2) years or as a Personnel Transactions Clerk or 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.

**Necessary Special Requirement**

To be employed by the Suffolk County Police Department candidates may be required to attain New York State Police Information Network (NYSPIN) certification within (1) month of appointment; employees must maintain this certification while employed in this title.

*W R I T T E N  T E S T  D A T E :  M A Y  9 , 2 0 2 0*

**LABOR TECHNICIAN OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree*; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma recognized by the New York State Education Department, and four (4) years of experience in personnel selection or placement, vocational or
mental health counseling, business or public administration, or fieldwork supervision; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

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.

LABOR TECHNICIAN (SPANISH SPEAKING) OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree*; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma recognized by the New York State Education Department, and four (4) years of experience in personnel selection or placement, vocational or mental health counseling, business or public administration, or fieldwork supervision; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

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.

WRITTEN TEST DATE: JUNE 6, 2020

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 of age 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.

WRITTEN TEST DATE: AUGUST 1, 2020

CASEWORKER TRAINEE (SPANISH SPEAKING) OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree*. Candidates enrolled in their final semester of baccalaureate studies will be permitted to compete in this examination on a pending basis. Pending candidates who fail to complete all degree requirements by June 30, 2020 will be disqualified from the competition and all pending candidates passing the examination must furnish proof that degree requirements were completed by this 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.
*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.

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.

**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.

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