**SUFFOLK COUNTY DEPARTMENT OF**

**HUMAN RESOURCES, PERSONNEL AND CIVIL SERVICE**

**ANNOUNCES:**

**EXAMINATION ANNOUNCEMENT SUMMARY**

**August 10, 2023**

**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.

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**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  email: civil.service@suffolkcountyny.gov

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**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

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**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.

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**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.

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**OPEN FILING SYSTEM**

The Suffolk County Department of Human Resources, Personnel and Civil Service accepts applications for most titles before a test is announced.
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<td>TAX HISTORY CLERK OC</td>
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### OFFICE ASSISTANT OC

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<td>0029</td>
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**Notes:** Additional experience may be substituted for high school education on a year-to-year basis. Necessary Special Requirement

At time of appointment, candidates must possess a valid license to operate a motor vehicle in New York State.

*Please attach to the application a copy of your transcript(s) which must have your name, school 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 current copy of your New York State Dental Hygienist license.

### DENTAL HYGIENIST OC

REQUIRES: Graduation from an accredited school of dental hygiene*, and possession of a license** to practice in New York State.

**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.

*Please attach to the application a copy of your transcript(s) which must have your name, school 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 current copy of your New York State Dental Hygienist license.

### ASSISTANT CHIEF ENGINEER (PUBLIC WORKS) 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 Director of Traffic Safety or Principal Civil Engineer for at least two (2) years or as a(n) Assistant Director of Traffic Safety, Associate Civil Engineer or Director of Materials Testing for at least four (4) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

**Necessary Special Requirement**

At the time of appointment, candidates must possess a Professional Engineer's License issued by the State of New York and maintain it while employed in this title.

### ASSISTANT CIVIL ENGINEER OC

REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor's Degree* in Engineering, Architecture, Construction Management, Chemistry, Biology, Physics, Hydrology, Geology, Environmental Science or a related field, and two (2) years of relevant experience in civil engineering, wastewater/sanitation, construction management, highways, materials testing, sub-soil investigations, or groundwater investigations; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and six (6) years of relevant experience in civil engineering, wastewater/sanitation, construction management, highways, materials testing, sub-soil investigations, or groundwater investigations; 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, 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.

### ASSISTANT CIVIL ENGINEER 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 Engineering Aide for at least two (2) 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 WATERWAYS MANAGEMENT SUPERVISOR OC

REQUIRES: Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in harbors, waterways, marine facilities, or in marine and shellfish management, two (2) years of which must have been in a supervisory capacity.

Notes: Additional experience may be substituted for high school education on a year-for-year basis. Additional education* from a college with federally authorized accreditation or registration by NY State may be substituted for non-supervisory 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.
ASSISTANT WATERWAYS MANAGEMENT SUPERVISOR PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Bay Management Specialist II, Harbormaster II or Senior Bay Constable for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

HARBORMASTER I OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree* in Criminal Justice, Marine Transportation, 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 experience in law enforcement, commercial vessel operations, or served in the US Navy, Coast Guard in a rating that operates vessels or conducts marine law enforcement duties; or; (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

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

Necessary Special Requirements
Candidates must be at least twenty-one (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.

JUNIOR CIVIL ENGINEER OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Civil or Sanitary Engineering, Construction Management Engineering Technology or Civil Engineering Technology; and, Either: (a) A Master's Degree* in Engineering Technology or Civil or Sanitary Engineering; or, (b) One (1) year of experience as a civil or sanitary engineer or civil or sanitary engineer trainee in a state or municipal department; or, (c) Two (2) years of experience as a civil engineer, sanitary engineer or civil or sanitary engineer trainee in a private organization.

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.

JUNIOR CIVIL ENGINEER TRAINEE OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Civil or Sanitary Engineering, Construction Management Engineering Technology or Civil Engineering Technology at time of appointment.

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.

PARK RANGER II OC REQUIRES: Graduation from high school or possession of a high school equivalency diploma and two (2) years of supervisory experience as a peace or police officer.

Necessary Special Requirements
1. Candidates must be 20 years of age at the time of appointment; and,
2. Candidates must be a United States citizen at the time of appointment; and,
3. 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; and,
4. After appointment, incumbents will be required to obtain a Peace Officer Training Certificate recognized by the New York State Municipal Police Training Council.

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

PARK RANGER III OC REQUIRES: Graduation from high school or possession of a high school equivalency diploma and four (4) years of supervisory experience as a peace or police officer.

Necessary Special Requirements
1. Candidates must be 20 years of age at the time of appointment; and
2. Candidates must be a United States citizen at the time of appointment; and,
3. 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; and,

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

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

**Necessary Special Requirements**
Candidates must be 20 years of age at the time of appointment; and
Candidates must be a United States citizen at the time of appointment; and,
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; and,
After appointment, incumbents will be required to obtain a Peace Officer Training Certificate recognized by the New York State Municipal Police Training Council.

**PARK RANGER IV OC** REQUIRES: Graduation from high school or possession of a high school equivalency diploma and six (6) years of supervisory experience as a park or police officer.

**Necessary Special Requirements:**
1. Candidates must be 20 years of age at the time of appointment; and,
2. Candidates must be a United States citizen at the time of appointment; and,
3. 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; and,
4. After appointment, the incumbent will be required to obtain a Peace Officer Training Certificate recognized by the New York State Municipal Police Training Council.

**PRINCIPAL CIVIL ENGINEER OC** REQUIRES: Possession of a Professional Engineer's License* issued by the State of New York, and six (6) years of sanitary and/or civil engineering experience following acquisition of license, three (3) years of which must have been in a supervisory or administrative capacity.

**Necessary Special Requirement**
Candidates must maintain a Professional Engineer's License issued by the State of New York while employed in this title.

**PRINCIPAL CIVIL ENGINEER 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 Associate Civil Engineer for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

**Necessary Special Requirement**
Candidates must maintain a Professional Engineer's License issued by the State of New York while employed in this title.

**VILLAGE ENGINEER OC** REQUIRES: One (1) year of civil or mechanical engineering experience after the acquisition of a Professional Engineer's License* issued by New York State.

Note: License must be maintained throughout the term of employment.

*Please attach to the application a copy of your New York State Professional Engineer's License.

**WATERWAYS MANAGEMENT SUPERVISOR OC** REQUIRES: Graduation from high school or possession of a high school equivalency diploma and six (6) years of paid experience in harbors, waterways, marine facilities, or in marine and shellfish management, three (3) years of which must have been in a supervisory capacity.

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

**WATERWAYS MANAGEMENT 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 Waterways Management Supervisor for at least two (2) years or as a Harbormaster II for at least four (4) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

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WRITTEN TEST DATE: OCTOBER 21, 2023

ASSISTANT FIRE DISTRICT MANAGER OC – REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in business administration or public administration. One (1) year of the business administration or public administration experience must have been as a Commissioner, Chief, Assistant Chief or paid employee of a New York State fire district, fire department, comparable fire agency, or as a Manager of a New York State Volunteer Ambulance Corps.

Note: Additional education* from a college with federally-authorized accreditation or registration by NY State in the area of Business Management or Business Administration may be substituted for the business administration or public administration experience on a year-for-year basis. There will be no substitution allowed for the required one (1) year of specialized experience in a fire district/department or volunteer ambulance corps.

*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 SUPERINTENDENT OF RECREATION I OC – REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Master's degree* in Recreation or Parks Administration; or; (b) 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 fifteen (15) credit hours in professional recreation courses (such courses to include recreational principles and programs, philosophy of recreation and recreation administration), and one (1) year of supervisory experience in the conduct of a recreation program; or, (c) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's degree* and two (2) years of supervisory experience in the conduct of a recreation program; or, (d) An equivalent combination of education and experience defined by the limits of (a), (b) and (c). *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 SUPERINTENDENT OF RECREATION I 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 Recreation Program Coordinator for at least one (1) year or as a(n) Assistant Recreation Program Coordinator or Recreation Supervisor for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

CHIEF FIRE MARSHAL 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 Chief Fire Marshal for at least one (1) year or as a Fire Marshal II for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirements
1. 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.
2. All employees hired after January 1, 1985 must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training programs shall be attended as scheduled.
3. In jurisdictions where positions are designated as peace officers, the incumbent will be required, after appointment, to obtain a Peace Officer Training Certificate recognized by the New York State Municipal Police Training Council. For employees appointed on a promotional basis, a certificate obtained for the employment in the lower title is still valid.

FIRE MARSHAL I OC – REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate’s Degree*, and one (1) year of experience as either a paid or volunteer member of a fire department actively involved in firefighting, fire prevention and fire safety; or, (b) Possession of a certificate in the field of fire science* from a college with federally-authorized accreditation or registration by NY State, and two (2) years of experience as either a paid or volunteer member of a fire department actively involved in firefighting, fire prevention and fire safety; or, (c) Graduation from a standard senior high school or possession of a high school equivalency diploma, and three (3) years of experience as either a paid or volunteer member of a fire department actively involved in firefighting, fire prevention and fire safety. (d) An equivalent combination of education and experience as defined by the limits of (a), (b) and (c). *Please attach to the application a copy of your college transcript(s) and/or certificate in fire science, 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.

FIRE MARSHAL II PR – REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Fire Marshal I for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirements
At the time of appointment in this title, candidates will be required to possess a valid license to operate a motor vehicle in New York State. All employees hired after January 1, 1985 must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education
The program must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training programs shall be attended as scheduled. Depending on the nature of the assignment, all necessary certifications to operate at hazardous materials incidents shall be obtained within two years of the date of commencement of employment and shall be continuously maintained by successfully completing in-service training requirements and physical evaluations set forth by the regulations. In jurisdictions where positions are designated as peace officers, the incumbent will be required, after appointment, to obtain a Peace Officer Training Certificate recognized by the New York State Municipal Police Training Council. For employees appointed on a promotional basis, a certificate obtained for the employment in the lower title is still valid.

To be employed by the Suffolk County Department of Fire, Rescue and Emergency Services: Depending on the nature of the assignment, as determined by the appointing authority, candidates may be required to obtain various certification(s) in the appropriate time period specified by regulations. All certifications required must be maintained throughout employment in this title.

**FIRE PREVENTION INSPECTOR OC** – **REQUIRES:** Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate’s Degree* in fire science; or, (b) Possession of a certificate in the field of fire science* from a college or university with federally-authorized accreditation or registration by NY State, and one (1) year of experience as either a paid or volunteer member of a fire department actively involved in fire fighting, fire prevention and fire safety; or, (c) Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience as either a paid or volunteer member of a fire department actively involved in fire fighting, fire prevention and fire safety; (d) An equivalent combination of education and experience as defined by the limits of (a), (b) and (c).

**Necessary Special Requirements**

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. All employees hired after January 1, 1985 must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel that will qualify an individual for certification as a Code Compliance Technician (Fire Inspector). This program has been established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training programs shall be attended as well. *Please attach to the application a copy of your college transcript(s) and/or certificate in fire science, 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.

**MEDICAL RECORDS CLERK OC** – **REQUIRES:** Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of medical clerical experience. Note: Additional education* from a college with federally-authorized accreditation or registration by NY State, or education from a technical school in medical coding, billing, or a related field, 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.

**MORGUIE CLERK OC** – **REQUIRES:** Graduation from a standard senior high school or possession of a high school equivalency diploma.

**MORTGAGE CLERK PR** – **REQUIRES:** To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a(n) Administrative Assistant or Principal Account Clerk for at least one (1) year or as a Principal Office Assistant or Senior Account Clerk for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

**PHOTOCOPY MACHINE OPERATOR II OC** **REQUIRES:** Graduation from a standard senior high school or possession of a high school equivalency diploma, and one (1) year of experience operating photocopy machinery including high-speed duplicator equipment. Note: High-speed duplicator equipment is defined as equipment capable producing a minimum of 75 copies per minute.

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

**PRINT SHOP SUPERVISOR PR** **REQUIRES:** To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Duplicating Machine Operator IV or Graphics Supervisor for at least two (2) years or as an Assistant Print Shop Supervisor for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.
RECREATION PROGRAM COORDINATOR OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s degree* in Recreation and/or Physical Education, and two (2) years of supervisory experience conducting recreational programs; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma and six (6) years of experience conducting group recreational activities, two (2) 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).

*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.

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

RECREATION SUPERVISOR 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 experience in the supervision of a recreation program; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and five (5) years of experience in the supervision of a recreation 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.

RECREATION SUPERVISOR PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Recreation Center Manager for at least one (1) year, as an Assistant Recreation Center Manager or Senior Recreation Leader for at least two (2) years or as a Recreation Leader for at least three (3) years in the jurisdiction in which the candidate seeks immediately preceding the written examination date.

SCHOOL ATTENDANCE AIDE OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

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.

TAX HISTORY CLERK PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Principal Office Assistant, Senior Account Clerk or Senior Account Clerk Typist for at least two (2) years in the Suffolk County Department of Audit and Control.

VILLAGE FIRE DEPARTMENT ADMINISTRATOR OC REQUIRES: Either: (a) Graduation from a college with federally authorized accreditation or registration by NY State with a Bachelor’s Degree*, and two (2) years of experience in business, accounting or public administration; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and six (6) years of experience in business, accounting or public administration; 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.

VOCATIONAL REHABILITATION COUNSELOR 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 satisfactory experience in vocational rehabilitation counseling or educational and vocational guidance. (Note: Relevant 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 to a maximum of one year.)

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. 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.

WRITTEN TEST DATE: DECEMBER 9, 2023

OFFICE ASSISTANT OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

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.
OFFICE ASSISTANT (SPANISH SPEAKING) OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

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.

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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.

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