

SUFFOLK COUNTY DEPARTMENT OF



HUMAN RESOURCES, PERSONNEL AND CIVIL SERVICE

Steven Bellone
Suffolk County Executive

ANNOUNCES:

EXAMINATION ANNOUNCEMENT SUMMARY DECEMBER 7, 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.

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

WEBSITE

Candidates for all examinations may file on our website. Examination Announcement Summary, examination announcements, expanded subtest descriptions (when available), and job specifications can also be obtained on the site. For more information visit our home page at:

<https://www.suffolkcountyny.gov/Departments/Civil-Service>

APPLICATION PROCESSING FEE

A separate application is required for each examination (identified by examination number) for which you are applying. Each application must be accompanied by a **NON-REFUNDABLE NON-TRANSFERABLE** application processing fee. **SEE THE EXAMINATION ANNOUNCEMENT FOR THE FEE AMOUNT (The fee will NOT BE REFUNDED if your application is DISAPPROVED).** Do not send cash. Make your check or money order payable to the Suffolk County Department of Human Resources, Personnel and Civil Service. Please indicate the examination title and your social security number on the face of your check or money order. Certain applicants may be eligible for a fee waiver. See examination announcement for details.

APPLICATION FEE WAIVER

The application processing fee may be waived for Suffolk County residents who are veterans, active military duty, members of the reserves or National Guard, auxiliary police, members in good standing of a local fire district or ambulance company, volunteer CERT members, members of the Suffolk County Police Explorers program and members of a Volunteer Fire Department or Volunteer Emergency Medical Services Agency Explorers program. The fee may also be waived if you are unemployed and primarily responsible for the support of a household and for recipients of Medicaid, SSI, Public Assistance or those in a training program under the Job Training Partnership Act/Workforce Investment Act administered by a state or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. The waiver application is available on our website under "Online Forms," or when you apply online.

E-MAILING OF LETTERS

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

OPEN FILING SYSTEM

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

LAST FILING DATE: DECEMBER 27, 2023

<u>SPECIFICATION #</u>	<u>TITLE</u>
0829	ASSISTANT LIBRARY DIRECTOR OC
0829	ASSISTANT LIBRARY DIRECTOR PR
0821	LIBRARIAN III OC
0821	LIBRARIAN III PR
0839	LIBRARY DIRECTOR OC
0839	LIBRARY DIRECTOR PR
0822	LIBRARIAN IV OC
0822	LIBRARIAN IV PR
0758	NETWORK AND SYSTEMS TECHNICIAN OC
0758	NETWORK AND SYSTEMS TECHNICIAN PR

TRAINING & EXPERIENCE

<u>ANNUAL SALARY</u>
Usual Annual Salary \$90,000-\$115,000**
Usual Annual Salary \$90,000-\$115,000**
Usual Annual Salary \$65,000-\$115,000**
Usual Annual Salary \$65,000-\$80,000**
Usual Annual Salary \$120,000-\$140,000**
Usual Annual Salary \$120,000-\$140,000**
Usual Annual Salary \$88,000**
Usual Annual Salary \$88,000**
Usual Annual Salary \$49,378 - \$57,285**
Usual Annual Salary \$49,378 - \$57,285**

LAST FILING DATE: DECEMBER 18, 2023

<u>SPECIFICATION #</u>	<u>TITLE</u>
5501	CORRECTION OFFICER I OC

WRITTEN TEST DATE: JANUARY 20, 2024

<u>ANNUAL SALARY</u>
STARTING SALARY \$49,655*
*Base salary \$39,086 (per 2019 contract hiring at Step 3)
(\$49,655 includes line-up, shift differential, holiday and cleaning allowance)
Salary for 3 rd year \$64,475**
Salary for 5 th year \$79,842**
Salary for 12 th year \$124,235**
(**All without overtime)
SALARY STEP INCREASES EVERY SIX (6) MONTHS

LAST FILING DATE: DECEMBER 20, 2023

<u>SPECIFICATION #</u>	<u>TITLE</u>
0165	EMERGENCY COMPLAINT OPERATOR OC
0166	EMERGENCY COMPLAINT OPERATOR (SPANISH SPEAKING) OC
0173	EMERGENCY SERVICES DISPATCHER I OC
0179	PUBLIC SAFETY DISPATCHER III PR

WRITTEN TEST DATE: JANUARY 27, 2024

<u>ANNUAL SALARY</u>	
\$42,360	Grade 16
\$42,360	Grade 16
\$46,301	Grade 18
\$55,254	Grade 22
Usual Annual Salary \$74,500**	

LAST FILING DATE: DECEMBER 27, 2023

<u>SPECIFICATION #</u>	<u>TITLE</u>
0052	JUSTICE COURT CLERK (SPANISH SPEAKING) OC
0017	MAIL CLERK OC
0400	PERSONNEL ANALYST TRAINEE OC

WRITTEN TEST DATE: FEBRUARY 3, 2024

<u>ANNUAL SALARY</u>	
Usual Annual Salary \$47,401-\$50,660**	
\$28,501	Grade 6
Usual Annual Salary \$27,853-\$34,000**	
\$48,442	Grade 19

LAST FILING DATE: JANUARY 3, 2024

<u>SPECIFICATION #</u>	<u>TITLE</u>
7732	AIRPORT FACILITIES SUPERVISOR OC
7731	AIRPORT MAINTENANCE SUPERVISOR OC
7751	ASSISTANT AIRPORT OPERATIONS SUPERVISOR OC
0302	MATERIEL CONTROL CLERK II OC
0302	MATERIEL CONTROL CLERK II PR
0303	MATERIEL CONTROL CLERK III OC
0303	MATERIEL CONTROL CLERK III PR
0343	PURCHASING AGENT PR
0341	PURCHASING TECHNICIAN OC
0311	STOCK CLERK OC

WRITTEN TEST DATE: FEBRUARY 10, 2024

<u>ANNUAL SALARY</u>	
Usual Annual Salary \$66,836**	
Usual Annual Salary \$67,574**	
Usual Annual Salary \$64,048**	
\$32,312**	Grade 9
\$32,312**	Grade 9
\$35,209**	Grade 12
\$35,209**	Grade 12
\$50,634	Grade 20
Usual Annual Salary \$60,339**	
\$44,266	Grade 17
Usual Annual Salary \$46,771**	
Usual Annual Salary \$67,376**	

LAST FILING DATE: FEBRUARY 14, 2024

WRITTEN TEST DATE: MARCH 30, 2024

<u>SPECIFICATION #</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>
0806	PRINCIPAL LIBRARY CLERK OC	Usual Annual Salary \$35,935-\$69,341**
0806	PRINCIPAL LIBRARY CLERK PR	Usual Annual Salary \$35,935-\$69,341**
0805	SENIOR LIBRARY CLERK OC	Usual Annual Salary \$32,710-\$55,797**
0805	SENIOR LIBRARY CLERK PR	Usual Annual Salary \$32,710-\$55,797**
0026	SENIOR OFFICE ASSISTANT OC	\$35,209 Grade 12 Usual Annual Salary \$45,000-\$55,984**
0026	SENIOR OFFICE ASSISTANT PR	\$35,209 Grade 12 Usual Annual Salary \$45,000-\$55,984**
0024	SENIOR OFFICE ASSISTANT (SPANISH SPEAKING) OC	Usual Annual Salary \$51,764**
0024	SENIOR OFFICE ASSISTANT (SPANISH SPEAKING) PR	Usual Annual Salary \$51,764**

OC - OPEN-COMPETITIVE
PR - PROMOTIONAL

**SALARIES VARY BY JURISDICTION

TRAINING & EXPERIENCE-LAST FILING DATE: DECEMBER 27, 2023

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

Necessary Special Requirement

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

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

Necessary Special Requirement

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

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

Necessary Special Requirement

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

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

Necessary Special Requirement

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

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

Necessary Special Requirement

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

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

Necessary Special Requirement

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

LIBRARIAN IV OC REQUIRES: Possession of a valid New York State Public Librarian's Professional Certificate and six (6) years of experience as a professional librarian (professional experience is defined as experience gained after being awarded a Master's Degree in Library Science (MLS), or a Master of Science in Information Science (MSIS) or a valid New York State Public Librarian's Professional Certificate).

Necessary Special Requirement

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

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

Necessary Special Requirement

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

NETWORK AND SYSTEMS TECHNICIAN OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience in a position working with information technology equipment. At least one (1) year of experience must include system installation, configuration, evaluation and troubleshooting.

Notes: Additional education* from a college with federally-authorized accreditation or registration by NY State, which includes six (6) credits per year in information technology or computer science, may be substituted on a year-for-year basis for all experience. Coursework in information technology** from a non-degree-granting computer training institution may be accepted based upon credit hour equivalence.

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

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

NETWORK AND SYSTEMS TECHNICIAN 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 Technical Support Aide for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the last filing date.

WRITTEN TEST DATE: JANUARY 20, 2024

CORRECTION OFFICER I OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma by the date of appointment.

Necessary Special Requirements: After appointment, the incumbent will be required to obtain a Peace Officer Training Certificate recognized by the New York State Municipal Police Training Council. Possession of a valid New York State driver's license at the time of appointment; appointees must maintain a valid license throughout their employment in this title.

Special Age Requirement: The minimum age to participate in this examination is 20 years and 6 months by the date of the written test. Pursuant to Section 54 of the Civil Service Law, applicants who are within six months of the minimum age will be permitted into the competition. Therefore, candidates 20 years of age and older will meet the age requirement. Candidates shall not be considered for appointment until they reach their 21st birthday.

Residence Requirement: In accordance with the provisions of Section 23 of the New York State Civil Service Law, the Civil Service Department will give preference in certification to legal residents of Suffolk County. To be deemed a legal resident of Suffolk County for the purpose of being granted preference as such, a candidate must have been a legal resident at the time of certification and for at least 90 calendar days prior thereto.

Citizenship Requirement: Candidates must be a United States citizen 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: JANUARY 27, 2024

EMERGENCY COMPLAINT OPERATOR OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

Necessary Special Requirements

Candidates must be free of any speech, hearing or vision defects which would impair their functioning in this position. The job assignment may require attainment of New York State Police Information Network (NYSPIN) certification within (1) month of appointment; employees must maintain this certification while employed in this title.

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

Necessary Special Requirements

Candidates must be free of any speech, hearing or vision defects which would impair their functioning in this position. The job assignment may require attainment of New York State Police Information Network (NYSPIN) certification within (1) month of appointment; employees must maintain this certification while employed in this title.

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

Necessary Special Requirements

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

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

Necessary Special Requirement

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

WRITTEN TEST DATE: FEBRUARY 3, 2024

JUSTICE COURT CLERK (SPANISH SPEAKING) OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience in general clerical work.

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.

*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.

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

Necessary Special Requirements

Candidate must possess a valid New York State Driver's License at the time of appointment; license must be maintained throughout the term of employment in this title.

PERSONNEL ANALYST TRAINEE OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree*.

Necessary Special Requirement

At the time of appointment and during employment as a Personnel Analyst Trainee and Personnel Analyst 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: FEBRUARY 10, 2024

AIRPORT FACILITIES SUPERVISOR OC REQUIRES: Graduation from a standard senior high school and seven (7) years of experience in the performance and/or supervision of airport maintenance activities at an air carrier airport certified for operation under Part 139 of Federal Airport Regulations.

AIRPORT MAINTENANCE SUPERVISOR OC REQUIRES: Graduation from a standard senior high school and seven years of experience in the performance and/or supervision of airport maintenance activities.

ASSISTANT AIRPORT OPERATIONS SUPERVISOR OC REQUIRES: a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Aviation Administration; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree*, and (2) two years of experience in airport operations, maintenance and/or construction.

Note: For (b) 18 college credits* in Aviation Administration maybe be substituted for experience on a year-to-year basis. (18 credits= one year)

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

MATERIEL CONTROL CLERK II OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's degree*; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) 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 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 Materiel Control Clerk I or Stock Clerk for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

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.

MATERIEL CONTROL CLERK III 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 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 three (3) 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 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 Materiel Control Clerk II for at least one (1) year or as a Stock Clerk for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

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.

PURCHASING AGENT 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 Purchasing Technician for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

PURCHASING 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 and four (4) years of experience in purchasing, marketing or buying for a commercial, industrial or governmental enterprise or agency; 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.

STOCK CLERK 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 may be required to possess a valid license to operate a motor vehicle in New York.

WRITTEN TEST DATE: MARCH 30, 2024

PRINCIPAL LIBRARY CLERK OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and six (6) years of clerical experience, four (4) of which must have been in a public, private, industrial or school library.

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

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

PRINCIPAL LIBRARY CLERK PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Senior Library Clerk, Senior Office Assistant or Senior Office Assistant (Spanish Speaking) for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date

SENIOR LIBRARY CLERK OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and four (4) years of clerical experience in a public, private, industrial or school library.

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 up to a maximum of two (2) years.

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

SENIOR LIBRARY 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) Library Clerk, Library Clerk (Spanish Speaking), Office Assistant or Office Assistant (Spanish Speaking) for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

SENIOR OFFICE ASSISTANT OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of clerical experience.

Note: Additional education* beyond high school from with 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 Requirements

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.

SENIOR 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(n) Clerk, Data Entry Operator, Law Library Clerk, Legal Secretary, Library Clerk, Library Clerk (Spanish Speaking), Medical Records Clerk, Medical Records Clerk (Spanish Speaking), Medical Transcriptionist, Office Assistant, Office Assistant (Spanish Speaking), Personnel Transactions Clerk, Real Property Recorder I, School Attendance Aide, Stenographer or Switchboard Operator for at least two (2) 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.

SENIOR OFFICE ASSISTANT (SPANISH SPEAKING) OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of clerical experience.

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

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

SENIOR OFFICE ASSISTANT (SPANISH SPEAKING) PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status in a Non-County Agency as a(n) Call Center Representative, Clerk, Data Entry Operator, Law Library Clerk, Legal Secretary, Library Clerk, Library Clerk (Spanish Speaking), Office Assistant, Office Assistant (Spanish Speaking), Personnel Transactions Clerk, Real Property Recorder I, School Attendance Aide or Stenographer for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

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.
