ANNOUNCEMENTS:

EXAMINATION ANNOUNCEMENT SUMMARY
August 27, 2019

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 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 homepage 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 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 Civil Service Department 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 Civil Service accepts applications for most titles before a test is announced.
**APPLICABLE 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 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.

**LAST FILING DATE: OCTOBER 2, 2019**

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<td>NETWORK AND SYSTEMS SPECIALIST II OC</td>
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**LAST FILING DATE: SEPTEMBER 11, 2019**

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<td>5414</td>
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<td>ANIMAL SHELTER EDUCATION SPECIALIST OC</td>
<td>Usual Annual Salary $68,871**</td>
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<td>ANIMAL SHELTER SUPERVISOR OC</td>
<td>Usual Annual Salary $87,500**</td>
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<td>ASSISTANT HYDROGEOLOGIST OC</td>
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<td>1232</td>
<td>ASSOCIATE HYDROGEOLOGIST OC</td>
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<td>7521</td>
<td>BUILDING MAINTENANCE SUPERVISOR OC</td>
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<td>5541</td>
<td>CHIEF DEPUTY SHERIFF PR</td>
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<td>7173</td>
<td>COMMUNICATIONS TECHNICIAN I OC</td>
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<td>DEPUTY SHERIFF II PR</td>
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<td>DEPUTY SHERIFF III PR</td>
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<td>FIRE MARSHAL I OC</td>
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<td>GRAPHICS SUPERVISOR PR</td>
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<td>2606</td>
<td>MEDICAL ASSISTANT OC</td>
<td>$30,146, Grade 9</td>
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<td>0070</td>
<td>MEDICAL RECORDS CLERK OC</td>
<td>$31,842, Grade 11</td>
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<td>0998</td>
<td>MUNICIPAL PARKING ADMINISTRATOR OC</td>
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<td>REAL PROPERTY RECORDER III PR</td>
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<td>3194</td>
<td>SCHOOL ATTENDANCE SPECIALIST OC</td>
<td>Usual Annual Salary $55,269**</td>
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<td>7089</td>
<td>SENIOR COURT OFFICER PR</td>
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**LAST FILING DATE: SEPTEMBER 18, 2019**

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**LAST FILING DATE: SEPTEMBER 25, 2019**

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MATERIEL CONTROL CLERK I OC | $25,735 | Grade 5
MATERIEL CONTROL CLERK II OC | Usual Annual Salary $50,435** | 
MATERIEL CONTROL CLERK II PR | $30,146** | Grade 9
MATERIEL CONTROL CLERK III OC | $30,146** | Grade 9
MATERIEL CONTROL CLERK III PR | $32,834** | Grade 12

LAST FILING DATE: OCTOBER 16, 2019
APPLICATIONS ARE ACCEPTED AND ADDED CONTINUALLY FOR THE FOLLOWING TITLES:

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<td>2670</td>
<td>EMERGENCY MEDICAL TECHNICIAN (BASIC) OC</td>
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<td>2673</td>
<td>EMERGENCY MEDICAL TECHNICIAN (CRITICAL CARE) OC</td>
<td>Usual Annual Salary $37,000-60,000**</td>
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<td>2674</td>
<td>EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC) OC</td>
<td>Usual Annual Salary $37,000-60,000**</td>
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| 2641            | MEDICAL SERVICES SPECIALIST OC | Annual Salary $68,460 | Grade 23 Step 6

OC - OPEN-COMPETITIVE | * PER 2011 CONTRACT
PR - PROMOTIONAL | ** SALARIES VARY BY JURISDICTION

TRAINING & EXPERIENCE-LAST FILING DATE: OCTOBER 2, 2019

NETWORK COMMUNICATIONS SPECIALIST 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 thirty (30) credits in computer science, electronics or advanced mathematics, and two (2) years of technical experience in installation, modification and maintenance of computer networks.

Notes: Additional experience may be substituted for education on a year-for-year basis to a maximum of four years. Candidates must have graduated from high school or possess a high school equivalency diploma.

Coursework in computer technology from a non-degree-granting computer training institution** may be accepted based upon credit hour equivalency.

Special Note: Because of the rapid evolution of technology in this field, five (5) years of qualifying experience must have been gained within the last six (6) 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 transcript(s) showing coursework in computer technology from a non-degree-granting computer training institution.

NETWORK AND SYSTEMS SPECIALIST II OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* which includes or is supplemented by twelve (12) credits in information technology or a computer related field and two (2) years of experience in the installation, analysis, design and/or selection of information technology networks and systems; 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 installation, analysis, design and/or selection of information technology networks and systems; or, (c) An equivalent combination of education and experience as defined by the limits of A) and B).

Note: Coursework in information technology** from a non-degree-granting computer training institution may be accepted based upon credit hour equivalency.

Special Note: Because of the rapid evolution of technology in this field, five (5) years of qualifying experience must have been gained within the last six (6) 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 transcript(s) showing coursework in computer technology from a non-degree-granting computer training institution.

NETWORK AND SYSTEMS SPECIALIST 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 Network and Systems Specialist I for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

******************************************************************************************************************
AIRPORT FIRE SAFETY OFFICER TRAINEE OC REQUIRES: Graduation from a standard senior high school or possession of an equivalency diploma, and either: (a) Two (2) years of paid full-time experience in firefighting and/or fire prevention work in a fire department or in the military; or, (b) Three (3) years of experience in firefighting and/or fire prevention work as a member in good standing of a volunteer fire company duly organized under the laws of New York.

Necessary Special Requirement
At the time of appointment and during employment in this title employees must possess the following: (a) Current NYS Emergency Medical Technician Certificate – Basic. Employees must maintain this certification throughout employment in this position; (b) Hazardous Material Operations Certificate. Employees must maintain this certification throughout employment in this position; (c) Completion of Firefighter I Course.

Within six (6) months of employment, employees must attain the following: (a) Valid New York State Driver's license, Class B (Municipal Vehicles). Employees must maintain such license throughout employment in this title.

Within one (1) year of employment, employees must attain the following: (a) Completion of Firefighter II Course; (b) Completion of one FAA “Hot Drill”.

ANIMAL CONTROL OFFICER I OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and one (1) year of paid or volunteer experience in the care and handling of animals in a business or institutional setting.

Necessary Special Requirements
At the time of appointment, candidates must be at least 18 years of age and must possess a valid New York State driver's license. The driver's license must be maintained throughout employment in this title. Candidates may be required to obtain a NYS Hunting License for bow and/or gun in season. The license, if required, must be obtained annually throughout employment. Candidates may be required to obtain a Category 8 Pesticide Applicator License issued by NYS DEC. The license, if required, must be obtained within the first 26 weeks of employment and must be maintained throughout employment in this title. Candidates may be required to obtain a Nuisance Wildlife Control Operator License through NYS DEC. The license, if required, must be maintained throughout employment in this title.

ANIMAL SHELTER EDUCATION SPECIALIST 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 business or institutional setting, providing education in the proper training, obedience, and care of animals.

ANIMAL SHELTER SUPERVISOR OC REQUIRES: (a) Possession of a New York State Veterinary Technician license** and four (4) years of paid experience in the care and handling of animals in an institutional setting, two (2) years of which must have been in a supervisory capacity; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate’s Degree* in Animal Care or a related field, and four (4) years of paid experience in the care and handling of animals in an institutional setting, two (2) years of which must have been in a supervisory capacity; or, (c) Graduation from a standard senior high school or possession of a high school equivalency diploma and six (6) years of paid experience in the care and handling of animals in an institutional setting, two (2) years of which must have been in a supervisory capacity; or, (d) An equivalent combination of education and experience as defined by the limits of 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. **Please attach to the application a copy of your New York State Veterinary Technician license

ASSISTANT HYDROGEOLOGIST OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in a physical science or engineering, including at least four (4) one-semester courses in hydrology, geology, hydrodynamics, earth sciences or water resource management, and three (3) years of analytical, technical, investigative or research experience in hydrology, water resource management or a closely related area.

Note: Additional education* from a college with federally-authorized accreditation or registration by NY State in a physical science or engineering will be substituted for experience on a year-for-year basis.

Necessary Special Requirement
Possession of a valid New York State driver's license at time of appointment; appointees must maintain a valid license throughout their 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.

ASSISTANT PLANT FACILITIES ADMINISTRATOR OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree*, in Engineering, Business Administration or a related field, and two (2) years of experience in the supervision of a variety of plant maintenance activities, one (1) year of which has been at an administrative level and has included personnel management, budgeting and purchasing; (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and six (6) years of experience in the supervision of a variety of plant maintenance activities, one (1) year of which has
been at an administrative level and has included personnel management, budgeting and purchasing; (c) An equivalent combination of education and experience as defined by the limits of (a) and (b), with no substitution allowed for the one (1) year of administrative experience.

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

ASSOCIATE HYDROGEOLOGIST OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Master’s Degree* in a physical science or Engineering, including at least four (4) one-semester courses in hydrology, geology, hydraulics, earth sciences or water resource management, and eight (8) years of analytical, technical, investigative or research experience in hydrology, water resource management or a closely related area, two (2) years of which must have been in a supervisory capacity.

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.

BUILDING MAINTENANCE SUPERVISOR OC REQUIRES: Either: (a) Two (2) years of college study with a major concentration in engineering or a related field* at a college with federally-authorized accreditation or registration by NY State, and two (2) years of experience in the performance of a variety of building maintenance activities, including at least one (1) year in a supervisory capacity; 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 performance of a variety of building maintenance activities, including at least one (1) year in a supervisory capacity; or, (c) Eight (8) years of experience in the performance of a variety of building maintenance activities, including at least one (1) year in a supervisory capacity.

*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.

CHIEF DEPUTY SHERIFF 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 Chief of Staff (Sheriff) or Deputy Sheriff IV for at least one (1) year or as a Deputy Sheriff III for at least three (3) years in the Suffolk County Sheriff’s Office immediately preceding the written examination date.

COMMUNICATIONS TECHNICIAN I OC REQUIRES: Either: (a) Graduation from a standard senior high school or possession of a high school equivalency diploma, and three (3) years of experience in the maintenance, repair and installation of two-way communications systems, including general electrical and electro-mechanical equipment; or, (b) Completion of a B.O.C.E.S. basic electronics course or a similar course* licensed or registered by the New York State Education Department, and three (3) years of experience in the maintenance, repair and installation of two-way communications systems including general electrical and electro-mechanical equipment; or, (c) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree* in Electronic Communications or a related field, and two (2) years of experience in the maintenance, repair and installation of two-way communications systems including general electrical and electro-mechanical equipment; or, (d) An equivalent combination of the above education and experience as defined by the limits of (a), (b) and (c).

*Please attach to the application a copy of your relevant coursework from BOCES or a similar course licensed or registered by the NYS Education Department, or college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

DEPUTY SHERIFF 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 Deputy Sheriff I in the Suffolk County Sheriff’s Office for at least two (2) years immediately preceding the written examination date.

Necessary Special Requirement
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.

DEPUTY SHERIFF 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 Deputy Sheriff II in the Suffolk County Sheriff’s Office for at least two (2) years immediately preceding the written examination date.

Necessary Special Requirement
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.

DEPUTY SHERIFF 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 Deputy Sheriff III in the Suffolk County Sheriff’s Office for at least two (2) years immediately preceding the written examination date.

Necessary Special Requirement
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.
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).

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, 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. 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. 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.

*Please attach to the application a copy of your certificate in the field of fire science or 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.

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 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. 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.

GRAPHICS 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 Copy Camera Operator II or Duplicating Machine Operator III for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

HYDROGEOLOGIST 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 Hydrogeologist for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

INDUSTRIAL WASTE PRETREATMENT TECHNICIAN OC REQUIRES: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree*, including at least 12 credit hours in Biological or Physical Sciences, and three (3) years of technical experience on engineering projects, including one (1) year of experience in an industrial waste pretreatment program; or, (b) Graduation from a standard high school or possession of a high school equivalency diploma, and five (5) years of technical experience on engineering projects, including one (1) year in an industrial waste pretreatment program; or (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Necessary Special Requirements
Within one year of appointment candidates must obtain a "Certificate of Completion" from the California State University/USEPA Pretreatment Facility Inspection Course. 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.
INDUSTRIAL WASTE PRETREATMENT TECHNICIAN OC REQUIRES: (a) Graduation from a college with federal-authorized accreditation or registration by NY State with a Bachelor’s Degree* in Civil Engineering, Sanitary Engineering, Chemical Engineering, Environmental Engineering, Environmental Science, Biology, Chemistry; or a related field; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate’s Degree*, including at least 12 credit hours in biological or physical sciences, and two (2) years of technical experience on environmental projects; or, (c) Graduation from a standard high school or possession of a high school equivalency diploma, and four (4) years of technical experience on environmental projects; or (d) An equivalent combination of education and experience as defined by the limits of (a), (b) and (c).

Necessary Special Requirements
Within one year of appointment, candidates must successfully complete the California State University/United States Environmental Protection Agency Pretreatment Facility Inspection Course. 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.

MEDICAL ASSISTANT OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and one (1) year of experience in a position which involved assisting with medical treatment or in the examination of patients, and included the performance of intravenous blood drawing.

Note: Either satisfactory completion of a medical assistant program* from a State licensed school; or, a school or program accredited by an accrediting agency recognized by the U.S. Department of Education*; or, a college* with federally-authorized accreditation or registration by NY State may be substituted for the one (1) year of required experience.

*Please attach to the application a copy of your certificate from a medical assistant program or a program recognized by the U.S. Department of Education. Please attach 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.

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 certificate or transcript(s) from a technical school in medical coding, billing, or a related field or 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.

MUNICIPAL PARKING ADMINISTRATOR OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree* in Business Administration, Accounting, Marketing, or a related field, and three (3) years of administrative and/or supervisory experience in public relations, marketing, area development, or business management; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate’s Degree* in Business Administration, Accounting, Marketing, or a related field, and five (5) years of administrative and/or supervisory experience in public relations, marketing, area development, or business management; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Notes: Experience in the monitoring, installation, repair or maintenance of automated information systems and technologies may be substituted for the above experience on a year-for-year basis to a maximum of one (1) year. Up to twelve (12) credits of coursework in information technology supplementing or part of a qualifying degree may be substituted for a maximum of one (1) year of experience defined in (a) and (b) where twelve (12) credits equals one (1) year.

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

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

SCHOOL ATTENDANCE SPECIALIST OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Psychology, Social Work, Criminal Justice, Education or a related field, and one (1) year of professional experience providing counseling, education or placement services and/or professional experience dealing with court or police agencies; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and five (5) years of the above 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.

SENIOR COURT OFFICER 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 Court Officer for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.
Necessary Special Requirements
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. Candidates must be a United States citizen at the time of appointment.

WRITTEN TEST DATE: NOVEMBER 2, 2019

LIBRARIAN II OC REQUIRES: Possession of a valid New York State Public Librarian's Professional Certificate*, and two (2) 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.
*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 valid New York State Public Librarian’s Professional Certificate.

LIBRARIAN 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 Librarian I, Librarian I (Spanish Speaking) or Librarian I (Children’s Services) for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.
Necessary Special Requirement
Appointees must maintain a valid New York State Public Librarian’s Professional Certificate throughout employment in this title.

MATERIEL CONTROL CLERK I OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma. 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 or Commercial Driver's license.

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).
*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. 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 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).
*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. 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 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.

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**WRITTEN TEST DATE: NOVEMBER 30, 2019**

**HARBORMASTER OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Criminal Justice, Marine Conservation, Marine Transportation, Marine Maintenance or a related field; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma and four (4) years of experience in law enforcement, marine conservation, marine construction, marine transportation, marine maintenance, commercial fishing or as a merchant or United States Navy seaman; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Note: Possession of a current United States Coast Guard Master’s license**, for which at least 360 days of service were needed to qualify for examination, will substitute for two years of the above experience.

**Necessary Special Requirements**

There will be a qualifying psychological evaluation. Candidates must be certified by or be able to obtain certification by the Municipal Police Training Council as a peace officer. After appointment, candidates must also complete the Initial Firearms and Deadly Physical Force Course within 6 months of their appointment.

*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 United States Coast Guard Master’s license.

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**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.

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