

# SUFFOLK COUNTY DEPARTMENT OF



# CIVIL SERVICE

Steven Bellone  
Suffolk County Executive

## ANNOUNCES:

### EXAMINATION ANNOUNCEMENT SUMMARY April 19, 2018

#### 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/civilservice> 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.  
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#### 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.  
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#### 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  
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#### INTERNET

Candidates for all examinations may file on the internet. (Examination Announcement Summary), examination announcements, expanded subtest descriptions (when available), and job specifications can also be obtained. For more information visit our home page at: <http://www.suffolkcountyny.gov/civilservice>.  
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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 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.  
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#### 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."  
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#### CANDIDATE SCHEDULING INFORMATION

Candidates can view their room assignment and exam site on our home page at [www.suffolkcountyny.gov/civilservice](http://www.suffolkcountyny.gov/civilservice) under "Candidate Exam Room Assignment Search" seven days prior to the examination date.  
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#### OPEN FILING SYSTEM

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

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**APPLICATIONS FOR EXAMINATIONS THAT INVOLVE TRAINING AND EXPERIENCE EVALUATIONS** A candidate who filed for a training and experience examination more than six months prior to the last filing date is advised to amend his or her application to include current information. Candidates are also advised to request from the Department of 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.)  
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**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.

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**LAST FILING DATE: APRIL 25, 2018**

**SPECIFICATION#**      **TITLE**  
 3002      CASEWORKER TRAINEE OC

**WRITTEN TEST DATE: JUNE 2, 2018**

**ANNUAL SALARY**  
 \$40,271      Grade 17

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**LAST FILING DATE: APRIL 25, 2018**

**SPECIFICATION#**      **TITLE**  
 2213      BACTERIOLOGIST III PR

**TRAINING & EXPERIENCE**

**ANNUAL SALARY**  
 \$63,121      Grade 28

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**LAST FILING DATE: MAY 2, 2018**

**SPECIFICATION#**      **TITLE**  
 2523      SUPERVISING PSYCHOLOGIST OC  
 2523      SUPERVISING PSYCHOLOGIST PR

**TRAINING & EXPERIENCE**

**ANNUAL SALARY**  
 \$65,836      Grade 29  
 \$65,836      Grade 29

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**LAST FILING DATE: MAY 2, 2018**

**SPECIFICATION#**      **TITLE**  
 7537      ASSISTANT DIRECTOR OF CUSTODIAL AND SECURITY SERVICES OC  
 7537      ASSISTANT DIRECTOR OF CUSTODIAL AND SECURITY SERVICES PR  
 0913      BUSINESS MANAGER I OC  
 0914      BUSINESS MANAGER II OC  
 3007      CASEWORK SUPERVISOR PR  
 8007      CHIEF CUSTODIAN OC  
 8007      CHIEF CUSTODIAN PR  
 7681      CHIEF POWER PLANT OPERATOR (GAS POWERED) OC  
 8005      HEAD CUSTODIAN OC  
 8005      HEAD CUSTODIAN PR  
 0691      LAND MANAGEMENT SPECIALIST I OC  
 3006      SENIOR CASEWORKER PR

**WRITTEN TEST DATE: JUNE 9, 2018**

**ANNUAL SALARY**  
 \$50,271      Grade 22  
 \$50,271      Grade 22  
 Usual Annual Salary \$78,778-\$90,000\*\*  
 Usual Annual Salary \$86,653\*\*  
 \$54,438      Grade 24  
 Usual Annual Salary \$55,751-\$82,537\*\*  
 Usual Annual Salary \$55,751-\$82,537\*\*  
 Usual Annual Salary \$85,000\*\*  
 Usual Annual Salary \$47,919-\$78,683\*\*  
 Usual Annual Salary \$47,919-\$78,683\*\*  
 \$33,577\*\*      Grade 13  
 \$50,271      Grade 22

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**LAST FILING DATE: MAY 16, 2018**

**SPECIFICATION#**      **TITLE**  
 0990      INDUSTRIAL DEVELOPMENT ASSISTANT OC  
 8013      SCHOOL CUSTODIAL SUPERVISOR PR

**WRITTEN TEST DATE: JUNE 9, 2018**

**ANNUAL SALARY**  
 \$60,514\*\*      Grade 27  
 Usual Annual Salary \$52,924-\$103,646\*\*

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**LAST FILING DATE: MAY 16, 2018**

**SPECIFICATION#**      **TITLE**  
 0029      OFFICE ASSISTANT\* (SPANISH SPEAKING) OC

**WRITTEN TEST DATE: JUNE 16, 2018**

**ANNUAL SALARY**  
 \$29,410\*\*      Grade 9  
 Usual Annual Salary \$36,000

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**LAST FILING DATE: MAY 16, 2018**

**SPECIFICATION#**      **TITLE**  
 6514      PRINCIPAL PROBATION OFFICER PR  
 6512      SENIOR PROBATION OFFICER PR

**WRITTEN TEST DATE: JUNE 23, 2018**

**ANNUAL SALARY**  
 \$70,758      Grade 29  
 \$55,202      Grade 23

6513 SUPERVISING PROBATION OFFICER PR \$62,327 Grade 26  
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**LAST FILING DATE: MAY 23, 2018**

**WRITTEN TEST DATE: JUNE 30, 2018**

<u>SPECIFICATION#</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>
0170	FIRE HOUSE ATTENDANT OC	Usual Annual \$36,720-\$61,693**
0161	RADIO OPERATOR OC	\$32,018 Grade 12

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**APPLICATIONS ARE ACCEPTED AND ADDED CONTINUALLY FOR THE FOLLOWING TITLES:**

<u>SPECIFICATION #</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>
2670	EMERGENCY MEDICAL TECHNICIAN (BASIC) OC	Usual Annual Salary \$35,360-\$48,750**
2673	EMERGENCY MEDICAL TECHNICIAN (CRITICAL CARE) OC	Usual Annual Salary \$35,360-\$48,750**
2674	EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC) OC	Usual Annual Salary \$35,360-\$48,750**
2641	MEDICAL SERVICES SPECIALIST OC	Annual Salary \$57,472 Grade 23 Step 2

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OC - OPEN-COMPETITIVE

\* SALARIES EFFECTIVE 6/1/2017

PR - PROMOTIONAL

\*\* SALARIES VARY BY JURISDICTION

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**TRAINING & EXPERIENCE – LAST FILING DATE: APRIL 25, 2018**

**BACTERIOLOGIST 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 Bacteriologist 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

Possession of a valid New York State driver's license at the time of appointment; appointees must maintain a valid license throughout employment in this title.

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**TRAINING & EXPERIENCE – LAST FILING DATE: MAY 2, 2018**

**SUPERVISING PSYCHOLOGIST OC** REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Doctorate Degree\* in Psychology, and five (5) years of experience in an outpatient clinic or community mental health agency, one (1) year of which must have been in a position involving supervision or administration of a mental health agency.

Note: Candidates must possess a license\*\* to practice psychology in the State of New York.

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

\*\*Please attach to the application a copy of your current license to practice psychology in the State of New York.

**SUPERVISING PSYCHOLOGIST 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 Clinical Psychologist or Corrections Classification and Diagnostic Specialist for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the last filing date.

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**WRITTEN TEST DATE: MAY 19, 2018**

**SCHOOL COMMUNICATIONS AIDE OC** REQUIRES: Either: (a) Graduation from a standard senior high school or possession of a high school equivalency diploma plus one (1) year of experience in the operation and/or maintenance of audiovisual, multi-media, computer or electronic office equipment; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma plus thirty (30) credits\* from a college with federally-authorized accreditation or registration by NY State, including at least six (6) credits in Office Technology, Computer Technology, Computer Science, Electrical Technology or a related field; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Note: A certificate\* from a vocational program in Office Technology, Computer Technology, Computer Science, Electrical Technology or a related field may be substituted for the one (1) year of experience. Candidates must have graduated from high school or possess a high school equivalency diploma.

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

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**WRITTEN TEST DATE: JUNE 2, 2018**

**CASEWORKER 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 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.

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**WRITTEN TEST DATE: JUNE 9, 2018**

**ASSISTANT DIRECTOR OF CUSTODIAL AND SECURITY SERVICES OC** REQUIRES: Five (5) years of experience in a variety of buildings and grounds maintenance or custodial activities, three (3) years of which must have been in a responsible supervisory or administrative capacity.

Note: 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 maximum of four (4) years, provided, however, that the candidate possess at least one (1) year of supervisory or administrative experience in buildings and grounds maintenance or custodial activities.

**Necessary Special Requirements**

Upon appointment, candidates must apply for registration as a security guard with the New York State Department of State, Division of Licensing Services, and maintain said license throughout employment in this title. At the time of appointment and during employment in this title, employees are 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.

A Guide for the Written Test for High-Level Custodians is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).

**ASSISTANT DIRECTOR OF CUSTODIAL AND SECURITY SERVICES PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent status as a Custodial Worker III in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

**Necessary Special Requirements**

Upon appointment, candidates must apply for registration as a security guard with the New York State Department of State, Division of Licensing Services, and maintain said license throughout employment in this title. At the time of appointment and during employment in this title, employees are required to possess a valid license to operate a motor vehicle in New York State.

A Guide for the Written Test for High-Level Custodians is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).

**BUSINESS MANAGER I 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 experience in accounting or finance.

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.

**BUSINESS MANAGER II OC** REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree\*, and four (4) years of experience in accounting or finance.

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.

**CASEWORK 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 Senior Caseworker for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

**CHIEF CUSTODIAN OC** REQUIRES: Either: (a) Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in custodial and building maintenance work; or, (b) Eight (8) years of experience in custodial and building maintenance work; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Note: Relevant additional education\* beyond senior high school from a college with federally-authorized accreditation or registration by NY State may be substituted for the above experience on a year-for-year basis up to a maximum of three (3) 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.

A Guide for the Written Test for High-Level Custodians is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).

**CHIEF CUSTODIAN 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 Head Custodian in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

A Guide for the Written Test for High-Level Custodians is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).

**CHIEF POWER PLANT OPERATOR (GAS POWERED) OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and five (5) years of experience in the operation and repair of power plant equipment.

Note: Completion of courses in a vocational school program or from an apprenticeship or training program\* for plant operators or stationary engineers may be substituted for experience on a year-for-year basis to a maximum of four (4) years.

\*Please attach to the application a copy of your relevant vocational school program courses or verification of completion of an apprenticeship or training program for plant operators or stationary engineers.

**HEAD CUSTODIAN OC** REQUIRES: Either: (a) Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience in custodial and building maintenance work; or, (b) Six (6) years of experience in custodial and building maintenance work; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Note: Relevant additional education\* beyond senior high school from a college with federally-authorized accreditation or registration by NY State will be substituted for one (1) year of the above experience.

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

A Guide for the Written Test for High-Level Custodians is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).

**HEAD CUSTODIAN PR** REQUIRES: To be eligible, a candidate must now be serving and have served as a Suffolk County school district or Suffolk County library employee on a continuous basis with permanent status as a Custodial Worker III for at least two (2) years or as a Custodial Worker II for at least three (3) years immediately preceding the written examination date.

A Guide for the Written Test for High-Level Custodians is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).

**INDUSTRIAL DEVELOPMENT ASSISTANT OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Master's Degree\*, and two (2) years of experience in advertising, marketing, finance, area development or business management; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree\*, and four (4) years of experience in advertising, marketing, finance, area development or business management; or, (c) Graduation from a standard senior high school or possession of a high school equivalency diploma, and eight (8) years of experience in advertising, marketing, finance, area development or business management; or, (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) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

**LAND MANAGEMENT SPECIALIST I OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience in the appraisal, purchase, sale, acquisition, title search or management of real property.

Notes: Additional education\* from a college with federally-authorized accreditation or registration by NY State may be substituted for experience on a year-for- year basis. Possession of a New York State Real Estate Broker's license\*\* will substitute for one (1) year of the above experience.

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

**SCHOOL CUSTODIAL 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 Chief Custodian for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

A Guide for the written Test for High-Level Custodians is available at the New York State Department of Civil Service website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).

**SENIOR CASEWORKER 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 Caseworker or Caseworker (Spanish Speaking) for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

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**WRITTEN TEST DATE: JUNE 16, 2018**

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

\*Note: Office Assistant (Spanish Speaking) replaces Clerk Typist (Spanish Speaking).

**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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**WRITTEN TEST DATE: JUNE 23, 2018**

**PRINCIPAL PROBATION 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 Supervising Probation Officer for at least two (2) years or as a Program Coordinator – Probation Officer for at least one (1) year in the Suffolk County Probation Department 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 New York State driver's license.

**SENIOR PROBATION 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 Probation Officer or Probation Officer (Spanish Speaking) for at least two (2) years in the Suffolk County Probation Department 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.

**SUPERVISING PROBATION 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 Senior Probation Officer for at least one (1) year in the Suffolk County Probation Department 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.

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**WRITTEN TEST DATE: JUNE 30, 2018**

**FIRE HOUSE ATTENDANT OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

Note: Experience working in a Suffolk County firehouse or as an active member of a Suffolk County fire department will be substituted for education on a year-for-year basis.

**Necessary Special Requirements**

Candidates must be free of any speech or hearing defects which would impair their functioning in this position. Candidates may be required to possess the appropriate New York State driver's license, and maintain such license throughout employment in this position. Employees may be required to obtain an Emergency Fire Dispatch (EFD) certificate through an approved course as determined by the appointing authority. The certificate, if required, must be obtained within six (6) months of the date of appointment and must be maintained throughout employment in this title. Employees may be required to obtain an Emergency Medical Dispatch (EMD) certificate through an approved course as determined by the appointing authority. The certificate, if required, must be obtained within six (6) months of the date of appointment and must be maintained throughout employment in this title.

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

Note: Experience in the operation of the central radio of a two-way communications system, including receiving, sending and logging messages, will be substituted for education on a year-for-year basis.

**Necessary Special Requirement**

The job assignment may require attainment of New York State Police Information Network (NYSPIN) certification; affected employees must maintain this certification while employed in this title.

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## CONTINUOUS RECRUITMENT

**EMERGENCY MEDICAL TECHNICIAN (BASIC) OC** REQUIRES: Possession of one of the following certificates\* issued by the New York State Department of Health: Emergency Medical Technician-Basic Certificate; Emergency Medical Technician-Intermediate Certificate; Emergency Medical Technician-Critical Care Certificate; or Emergency Medical Technician-Paramedic Certificate.

\*Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

Necessary Special Requirements (Vary by Jurisdiction)

1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver's license, and maintain such license throughout employment in this position.
3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.

**EMERGENCY MEDICAL TECHNICIAN (CRITICAL CARE) OC** REQUIRES: Possession of one of the following certificates issued by the New York State Department of Health: Emergency Medical Technician-Critical Care; or Emergency Medical Technician-Paramedic.

\*Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

Necessary Special Requirements

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 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-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 a copy of your currently valid New York State Registered Nurse's license.

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