

PLEASE POST CONSPICUOUSLY

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES
138 NORTH COURT STREET / PO BOX 636
WAMPSVILLE, NEW YORK 13163
(315) 366-2341

#500-2024 PUBLIC HEALTH NURSE
(Continuous Recruitment)

EXAM DATE:

Continuous Recruitment

APPLICATION DEADLINE:

Continuous Recruitment

To apply for exams:

- **Online:** Go to <https://madison-portal.mycivilservice.com/exams>.
- **By Mail:** Applications can be downloaded from the Department of Human Resources website at: <https://www.madisoncounty.ny.gov/301/Human-Resources--Forms>.

SALARY: Hire Rate varies depending on experience.

VACANCIES: The eligible lists established as a result of these examinations will be used to fill present and future vacancies as they occur in the Madison County Public Health Department.

RESIDENCY: There are no residency requirements for this examination. Preference in certification may be given to successful candidates who have been legal residents of Madison County for at least one (1) month prior to the date of certification.

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of public health nursing activities including responsibility for assessment of health needs and developing the plan of care for individuals and families. The incumbent is also responsible for the initial implementation of nursing care plans and providing nursing care as well as the periodic re-evaluation of individual and family nursing needs. The work is performed under the general direction of higher level nursing administration with wide leeway allowed for the exercise of independent judgment for planning and carrying out assignments. Supervision is exercised over Registered Professional Nurses and other subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS:

- (a) Possession of a Baccalaureate degree in nursing from a regionally accredited or New York State registered four year college or university; and
- (b) Licensure and current registration to practice as a Registered Professional Nurse in New York State at time of application and maintenance of said license and registration for the duration of appointment.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

NOTE: Possession of an appropriate New York State Driver's License is required at the time of appointment.

PRE-PLACEMENT PHYSICAL AND CONTROLLED SUBSTANCES SCREENING: When you are offered a permanent, full-time or permanent, part-time appointment at Madison County, the offer of employment will be contingent upon successful completion of a pre-placement physical and controlled substance screening prior to employment.

SUBJECTS OF EXAMINATION: The only subject of examination will be an evaluation of your training and experience. You are, therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your *summary of training* include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.

In your *summary of experience*, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will *not* be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

ELIGIBLE LISTS: Successful candidates will have their names placed on the eligible list in the order of final scores. The names of qualified candidates will remain on the eligible list for one year. Candidates may apply for retests at six month intervals.

This examination is prepared and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the rating of examinations will apply to this examination.

ADDITIONAL CREDIT: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility, however, no credit may be added after the eligible list has been established.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. [Applications](#) for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credit.

UPDATED: August 22, 2024

Ryan D. Aylward
Madison County
Director of Human Resources

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER