

# SCENECTADY COUNTY CIVIL SERVICE COMMISSION



## Schenectady County is An Equal Opportunity Employer

### Open Competitive Examination

**Exam Title:** Public Health Nurse  
County of Schenectady  
The resulting eligible list will be used to fill vacancies as needed.

**Exam Number:** 400

**Salary Range:** \$55,371 - \$65,511 (2022)

**Continuous Recruitment:** Applications accepted on a continual basis.

**Residency Requirement:** Immediately preceding the date of the examination and appointment, candidates must have been legal residents of New York State for at least one (1) month.

**Duties:** The work involves responsibility for performing public health nursing activities in the assessment of health needs and development of plans for care for individuals, families and children. A Public Health Nurse has the responsibility for initial implementation of nursing care plans, for the provision of nursing care and for the periodic re-evaluation of individual, family and children's nursing needs. A public health nurse may provide planning, development, and oversight, and evaluation for a particular public health program. General supervision is received from a higher-level nurse or administrator with leeway permitted for the exercise of independent judgment in carrying out the details of the work. May provide leadership for a team of nurses or supervision for subordinate employees. Does related work as required

**Minimum Qualifications:** (at time of application)

Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Nursing. **(a copy of your college transcript must be provided)**

**Special Requirements:**

1. License and current registration to practice as a Registered Professional Nurse in New York State at time of application.
2. Possession of a valid New York State driver's license and car at time of appointment.

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**Special Note:** Permanent appointment is contingent upon successful completion of a criminal background check.

**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.

**Note:** Employment within a Schenectady County Department may be subject to pre-employment drug testing.

**You are encouraged to read the General Conditions and Instructions Attachment.**

**Date Revised :** 5/26/2016

Revised: 07/01/2022