

GREENE COUNTY CIVIL SERVICE COMMISSION  
411 MAIN STREET, CATSKILL, NEW YORK 12414  
518-719-3253 – [www.greenecountyny.gov](http://www.greenecountyny.gov)

**Announces an  
OPEN COMPETITIVE CONTINUOUS RECRUITMENT EXAMINATION FOR  
SUPERVISING PUBLIC HEALTH NURSE**

**NON-REFUNDABLE FILING FEE:** A \$15.00 filing fee must be submitted with your application in the form of a check or money order. Credit cards can be accepted when filing applications in **person only**. Please be advised the service fee is 2.49% or a flat fee of \$1.50, whichever is greater, for each credit card transaction.  
**CASH IS NOT ACCEPTED**

**LOCATION OF POSITION:** Greene County Department of Public Health; the list resulting from this examination will be used to fill vacancies as they occur within that Department.

**SALARY:** Will vary depending on date/year of appointment

**RESIDENCY REQUIREMENTS & FILING FEE:** There are no residency requirements for filling applications, but preference in appointments may be given to Greene County residents. (C.S. Law #23, Para 4, Sub Para 4-a)

**DISTINGUISHING FEATURES OF THE CLASS:** Under supervision of the Director of Patient Services has responsibility for the provision of nursing services and supervision of nursing practice to assure safe, effective and efficient comprehensive nursing care in homes, clinics, schools and other community facilities. Supervises the work of assigned public health professional or auxiliary staff.

**EXAMPLES OF WORK:** (Illustrative only)

Assists in planning, implementing, coordinating and evaluating the nursing program within the agency; Supervises nursing practice to ensure a high quality of professional service and maintenance of agency standards; Assists in planning and conducting educational programs for nursing staff; Assists in maintaining the proper utilization of the services of nursing staff; Participates in surveys, studies and research in the field of public health; Assists faculty with the implementation of student programs; Reviews and compiles appropriate records and reports.

**MINIMUM QUALIFICATIONS:** A Supervising Public Health Nurse must meet the qualifications for Public Health Nurse and have two (2) years' experience in a public health community health/home care setting; or a master's degree in nursing and one (1) year of experience as public health nurse

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for a New York State Registered Professional Nurse's license at time of application. Possession of the license at the time of appointment.

***NOTE:*** *A Supervising Public Health Nurse may not be appointed until satisfactory evidence of possession of the above requirements has been presented to and approved by the Regional Community Nursing Services Administrator as authorized by the State Department of Health. Agreed to by the New York State Department of Health and the Municipal Service Division, December 1975*

**EVALUATION OF TRAINING AND EXPERIENCE**

**SUBJECTS OF THE EXAMINATION:** The only subject of examination will be an evaluation of your training and experience. Therefore, you are 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. Additionally, 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. **ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED. A RESUME WILL BE ACCEPTED ONLY AS A SUPPLEMENT TO THE APPLICATION, NOT A SUBSTITUTE FOR IT.**

**APPLICATIONS ARE ACCEPTED CONTINUOUSLY:** For applications, please contact this office at the above address or visit our web site @ [www.greenecountyny.gov](http://www.greenecountyny.gov).