

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**  
**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.

**RESIDENCY REQUIREMENTS:** 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)

**SALARY:** \$28.54 per hour for 2020 ---- salaries will vary depending on date/year of appointment

**DISTINGUISHING FEATURES OF THE CLASS:** Under supervision of a Supervising Public Health Nurse, performs public health nursing activities involving responsibility for assessing nursing needs and implementing the plan of care for individuals and families. May serve as a team leader in the provision of nursing services. May supervise professional or auxiliary nursing staff.

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

Gives skilled nursing care and prescribed treatments to patients in their homes and clinics and demonstrates nursing care to patients and families; Serves as a team leader in the provision of nursing services; Coordinates plans for service with nutritionists, social workers, physical therapists, physicians and other professional workers concerned with individual and family health care; Counsels and guides individuals and families towards self-help in recognition and solution of physical, emotional and environmental health problems; Provides nursing services in clinics and schools; Teaches classes, addresses groups and participates in community planning related to nursing and health; Participates in the conduct of surveys and studies related to health matters; Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs.

**MINIMUM QUALIFICATIONS:**

- A. Bachelor's degree in nursing from an approved school acceptable to the New York State Department of Health preparing graduates for beginning positions under supervision; **OR**
- B. Bachelor's degree in nursing from a non-approved school supplemented by content, which equates to the program of an approved school.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for a New York State Registered Professional Nurse's license. Possession of the license at the time of permanent appointment and possession of a valid NYS driver's license at the time of appointment.

**NOTE:** A Public Health Nurse may not be appointed until satisfactory evidence of possession of the above requirements has been presented to and approved by the State Department of Health.

**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. 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. **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).