

# SUFFOLK COUNTY DEPARTMENT OF



# CIVIL SERVICE

Steven Bellone  
Suffolk County Executive

## ANNOUNCES:

PRESS RELEASE  
July 14, 2015

### 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.

### 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.

### DEPARTMENT LOCATION

The Suffolk County Department of Civil Service maintains its principal office at 725 Veterans Memorial Highway, Building #158, Hauppauge, NY.

Mailing Address: P.O. Box 6100, Hauppauge, NY 11788-0099

Telephone: 631-853-5500 Fax: 631-853-6370

### INTERNET

Candidates for all examinations may file on the internet. Press Releases (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>.

### 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. Unless otherwise noted on the examination announcement, the application processing fee is \$35.00 for each open-competitive application filed and \$25.00 for each promotional application filed. 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.

### APPLICATION FEE WAIVER

The application processing fee may be waived for Suffolk County residents who are veterans, auxiliary police, volunteer firefighters, volunteer EMTs 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."

### 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.

### OPEN FILING SYSTEM

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

## The Suffolk County Police Department is seeking part-time Detention Attendants

Detention Attendants duties include: searching prisoners for weapons, contraband, drugs and other harmful articles; guarding persons detained at a police station house or detention facility pending hearing or transfer to a penal institution; Caring for prisoners who are sick or intoxicated; accompanying prisoners to court ; observing inmates in cells to assure prisoners' wellbeing and adherence to regulations and rules.

Responsible for the cleanliness and sanitation of the dormitory and cells of detention facilities and clerical tasks such as maintaining detention log, sorting documents, data entry, filing, opening and distributing station mail and answering phones and relaying messages.

All candidates must undergo qualifying psychological & medical evaluations as well as an extensive background investigation before being hired. Detention Attendants must obtain a CDL license at their own expense after they are hired.

The hourly wage is \$8.75.

Interested candidates can contact Antonia-Ann Drury at 631- 852-6328.

**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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**LAST FILING DATE: AUGUST 5, 2015**

**WRITTEN TEST DATE: SEPTEMBER 12, 2015**

<u>SPECIFICATION#</u>	<u>TITLE</u>	<u>USUAL ANNUAL SALARY</u>	
5504	CORRECTION OFFICER III PR	\$104,504	UNGRADED
5506	CORRECTION OFFICER IV PR	\$130,404	UNGRADED
5508	DEPUTY WARDEN PR	\$149,814	UNGRADED
7635	ENVIRONMENTAL FACILITIES MANAGER OC	Usual Annual Salary \$55, 000**	
4233	HARBORMASTER OC	Usual Annual Salary \$54,095-\$57,675**	
1072	INSTRUMENTATION TECHNICIAN OC	\$46,458	Grade 21
1071	INSTRUMENTATION TECHNICIAN TRAINEE OC	\$40,481	Grade 18
7663	MAINTENANCE CREW CHIEF (WASTEWATER TREATMENT) OC	\$46,458	Grade 21
5602	PARK RANGER II PR	Usual Annual Salary \$42,613**	
5603	PARK RANGER III PR	Usual Annual Salary \$57,674**	
0178	PUBLIC SAFETY DISPATCHER II PR	\$39,881**	Grade 17
5510	WARDEN PR	\$172,312	UNGRADED

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**LAST FILING DATE: AUGUST 12, 2015**

**WRITTEN TEST DATE: SEPTEMBER 19, 2015**

<u>SPECIFICATION#</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>	
0212	ACCOUNT CLERK TYPIST OC	\$29,858 **	Grade 11
0208	ACCOUNT CLERK TYPIST (SPANISH SPEAKING) OC	\$29,858 **	Grade 11

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**LAST FILING DATE: AUGUST 19, 2015**

**WRITTEN TEST DATE: SEPTEMBER 26, 2015**

<u>SPECIFICATION#</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>	
2647	ASSISTANT MEDICAL SERVICES BUREAU DIRECTOR PR	\$61,231	Grade 27
2675	FIRE DISTRICT EMERGENCY MEDICAL SERVICES COORDINATOR OC	Usual Annual Salary \$58,240**	
1003	PRINCIPAL ENGINEERING AIDE OC	\$40,481**	Grade 18
1003	PRINCIPAL ENGINEERING AIDE PR	\$41,734**	Grade 18
1002	SENIOR ENGINEERING AIDE OC	\$33,565**	Grade 14
1002	SENIOR ENGINEERING AIDE PR	\$34,583**	Grade 14
0059	TRAFFIC COURT ADMINISTRATOR OC	\$60,683	Grade 28

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**LAST FILING DATE: AUGUST 26, 2015**

**WRITTEN TEST DATE: OCTOBER 3, 2015**

<u>SPECIFICATION#</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>	
0164	POLICE OPERATIONS AIDE OC	\$29,858**	Grade 11
0164	POLICE OPERATIONS AIDE PR	\$30,798**	Grade 11
0167	POLICE OPERATIONS AIDE (SPANISH SPEAKING) OC	\$29,858	Grade 11
0167	POLICE OPERATIONS AIDE (SPANISH SPEAKING) PR	\$30,798	Grade 11

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**LAST FILING DATE: AUGUST 26, 2015**

**WRITTEN TEST DATE: OCTOBER 10, 2015**

<u>SPECIFICATION#</u>	<u>TITLE</u>
7460	WASTEWATER TREATMENT PLANT OPERATOR TRAINEE OC

<u>ANNUAL SALARY</u>	
\$30,772	Grade 12

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**LAST FILING DATE: SEPTEMBER 23, 2015**

**WRITTEN TEST DATE: NOVEMBER 14, 2015**

<u>SPECIFICATION#</u>	<u>TITLE</u>
5501	CORRECTION OFFICER I OC

<u>ANNUAL SALARY</u>
\$30,000*** (PER 2011 CONTRACT)

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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
OC -	OPEN-COMPETITIVE	* SALARIES EFFECTIVE 6/1/14 ** SALARIES VARY BY JURISDICTION
PR -	PROMOTIONAL	*** PER 2010 CONTRACT

**WRITTEN TEST DATE: SEPTEMBER 12, 2015**

**CORRECTION OFFICER III PR** REQUIRES: To be eligible to compete in this examination, a candidate must now be serving as a permanent or contingent permanent Correction Officer II in the Suffolk County Sheriff's Department. To be eligible for appointment, all passing candidates must have completed two (2) years of continuous service as a permanent or contingent permanent Correction Officer II in the Suffolk County Sheriff's Department.

**CORRECTION OFFICER IV PR** REQUIRES: To be eligible to compete in this examination, a candidate must now be serving as a permanent or contingent permanent Correction Officer III in the Suffolk County Sheriff's Department. To be eligible for appointment, all passing candidates must have completed two (2) years of continuous service as a permanent or contingent permanent Correction Officer III in the Suffolk County Sheriff's Department.

**DEPUTY WARDEN PR** REQUIRES: To be eligible to compete in this examination, a candidate must now be serving as a permanent or contingent permanent Correction Officer IV or Correction Officer III in the Suffolk County Sheriff's Department. To be eligible for appointment, all passing candidates must have completed one (1) year of continuous service as a permanent or contingent permanent Correction Officer IV or three (3) years of continuous service as a permanent or contingent permanent Correction Officer III in the Suffolk County Sheriff's Department.

**ENVIRONMENTAL FACILITIES MANAGER OC** REQUIRES: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree\* in Engineering, and four (4) years of experience in the operation of a landfill or a transfer station, two (2) years of which must have been in a supervisory capacity; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and eight (8) years of experience in the operation of a landfill or a transfer station, two (2) years of which must have been in a supervisory capacity; or, (c) An equivalent combination of education and experience as defined by the limits of a) and b).  
Note: Education will not be substituted for the two (2) years of supervisory 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.

**HARBORMASTER OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NYS with a Bachelor's Degree\* in Criminal Justice, Marine Conservation, Marine Transportation, Marine Maintenance or a related field; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma and four (4) years of experience in law enforcement, marine conservation, marine construction, marine transportation, marine maintenance, commercial fishing or as a merchant or United States Navy seaman; or, (c) Eight (8) years of experience as defined above; or, (d) An equivalent combination of education and experience as defined by the limits of a), b) and c).

Note: Possession of a current United States Coast Guard Master's license\*\*, for which at least 360 days of service were needed to qualify for examination, will substitute for two years of the above experience.

Necessary Special Requirement

Candidates must be certified by or be able to obtain certification by the Municipal Police Training Council as a peace officer. After appointment, candidates must also complete the Initial Firearms and Deadly Physical Force Course within 6 months of their appointment.

\*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 United States Coast Guard Master's license.

**INSTRUMENTATION TECHNICIAN OC** REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree\* in Electrical Technology or a related field, and two (2) years of experience in the installation, repair, maintenance or trouble-shooting of electronic, electro-mechanical or electrical monitoring equipment.

Note: Additional experience in the above-mentioned fields will be substituted for the above required education 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.

**INSTRUMENTATION TECHNICIAN TRAINEE OC** REQUIRES: Either: (a) Graduation from a college with federally authorized accreditation or registration by NY State with an Associate's Degree\* in Electrical Technology or a related field, and one (1) year of experience in the installation, repair, maintenance or troubleshooting of electronic, electro-mechanical or electrical monitoring equipment; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and three (3) years of experience as described above; or, (c) Seven (7) years of experience as described above.

\*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.

**MAINTENANCE CREW CHIEF (WASTEWATER TREATMENT) OC** REQUIRES: Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in the operation, maintenance and repair of pumps, motors, valves, compressors, electrical and mechanical equipment, two (2) years of which were in the supervision of a maintenance crew in the above trades.

Note: Additional experience will be substituted for the high school requirement on a year-for-year basis.

Necessary Special Requirement

Depending upon the assignment, at the time of appointment and during employment in this title, employees may be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate their capacity to meet the transportation requirements of the position.

**PARK RANGER II 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 Park Ranger I in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

**PARK RANGER 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 Park Ranger II in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

**PUBLIC SAFETY DISPATCHER 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 Public Safety Dispatcher I in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

Necessary Special Requirement

Candidates must be free of any speech, hearing or vision defects which would impair their functioning in this position.

**WARDEN PR** REQUIRES: To be eligible to compete in this examination, a candidate must now be serving as a permanent or contingent permanent Deputy Warden or Correction Officer IV in the Suffolk County Sheriff's Department. To be eligible for appointment, all passing candidates must have completed one (1) year of continuous service as a permanent or contingent permanent Deputy Warden or three (3) years of continuous service as a permanent or contingent permanent Correction Officer IV in the Suffolk County Sheriff's Department.

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**WRITTEN TEST DATE: SEPTEMBER 19, 2015**

**ACCOUNT CLERK TYPIST OC** REQUIRES: Either: (a) Graduation from a standard senior high school or possession of a high school equivalency diploma recognized by the New York State Education Department and two (2) years of experience in computing and registering data in financial records, accounts, or journals; or, (b) Two (2) years of clerical experience and six (6) credits\* in accounting from a college with federally-authorized accreditation or registration by NY State.

Note: Education\* beyond high school from a college with federally-authorized accreditation or registration by NY State, including at least

three (3) credits in accounting per year, may 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.

**ACCOUNT CLERK TYPIST (SPANISH SPEAKING) OC** REQUIRES: Either: (a) Graduation from a standard senior high school or possession of a high school equivalency diploma recognized by the New York State Education Department and two (2) years of experience in computing and registering data in financial records, accounts, or journals; or, (b) Two (2) years of clerical experience and six (6) credits\* in accounting from a college with federally-authorized accreditation or registration by NY State.

Note: Education\* beyond high school from a college with federally-authorized accreditation or registration by NY State, including at least three (3) credits in accounting per year, may 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.

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**WRITTEN TEST DATE: SEPTEMBER 26, 2015**

**ASSISTANT MEDICAL SERVICES BUREAU DIRECTOR 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 Medical Services Specialist for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

**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 or otherwise demonstrate their capacity to meet the transportation requirements of the job.

**FIRE DISTRICT EMERGENCY MEDICAL SERVICES COORDINATOR OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and four (4) years of full-time experience as an Emergency Medical Technician – Paramedic, one (1) year of which must be in a supervisory capacity.

Note: 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 up to two (2) years. There will be no substitution allowed for the one (1) year of experience in a supervisory capacity.

**Necessary Special Requirements**

Candidates must maintain a current Emergency Medical Technician – Paramedic Certificate throughout employment in this title.

Candidates may be required to possess the appropriate New York State driver's license, and maintain such license throughout employment in this position. Candidates must be free of any speech or hearing defects that would impair functioning in this position.

\*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.

**PRINCIPAL ENGINEERING AIDE OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and either:(a) Four (4) years of sub-professional civil engineering experience; or,(b) Four (4) years of experience in the inspection and/or supervision of commercial construction or the construction of residential subdivisions, including site work; or,(c) An equivalent combination of experience as defined by the limits of (a) and (b).

Note: Additional education\* in civil engineering may be substituted for experience on a year-for-year basis.

**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 or otherwise demonstrate their capacity to meet the transportation requirements of the position.

\*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.

**PRINCIPAL ENGINEERING AIDE 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 Engineering Aide for at least two (2) years in the jurisdiction in which the candidate seeks promotion 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 or otherwise demonstrate their capacity to meet the transportation requirements of the position.

**SENIOR ENGINEERING AIDE OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and either: (a)Two (2) years of sub-professional civil engineering experience; or, (b) Two (2) years of experience in the inspection and/or supervision of commercial construction or the construction of residential subdivisions, including site work; or, (c) An equivalent combination of experience as defined by the limits of (a) and (b).

Note: Additional education\* in civil engineering may be substituted for experience on a year for year basis.

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 or otherwise demonstrate their capacity to meet the transportation requirements of the position.

\*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.

**SENIOR ENGINEERING AIDE 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 an Engineering Aide for at least two (2) years in the jurisdiction in which the candidate seeks promotion 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 or otherwise demonstrate their capacity to meet the transportation requirements of the position.

**TRAFFIC COURT ADMINISTRATOR OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree\* and six (6) years of administrative experience, at least four (4) of which were in a traffic court or agency; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and ten(10) years of administrative experience, at least four (4) of which were in a traffic court or agency; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

\*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: OCTOBER 3, 2015**

**POLICE OPERATIONS AIDE OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of clerical experience.

Note: Additional education\* beyond 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.

Necessary Special Requirements

Depending upon nature of the assignment, at the time of appointment and during employment in this title, employees may be required to possess a valid license to operate a motor vehicle in New York State. The job assignment may require attainment of New York State Police Information Network (NYSPIN) certification within (1) month of appointment; employees must maintain this certification while employed in this title

\*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.

**POLICE OPERATIONS AIDE 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 Clerk, Clerk (Spanish Speaking), Clerk Typist, Clerk Typist (Spanish Speaking) or Stenographer in the Suffolk County Police Department for at least one (1) year or as a Clerk Typist or Clerk Typist (Spanish Speaking) in the Town of Southampton Police Department for at least one (1) year immediately preceding the written examination date.

Necessary Special Requirements

Depending upon nature of the assignment, at the time of appointment and during employment in this title, employees may be required to possess a valid license to operate a motor vehicle in New York State. The job assignment may require attainment of New York State Police Information Network (NYSPIN) certification within (1) month of appointment; employees must maintain this certification while employed in this title.

**POLICE OPERATIONS AIDE (SPANISH SPEAKING) OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of clerical experience.

Note: Additional education\* beyond 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.

Necessary Special Requirements

Depending upon nature of the assignment, at the time of appointment and during employment in this title, employees may be required to possess a valid license to operate a motor vehicle in New York State. The job assignment may require attainment of New York State Police Information Network (NYSPIN) certification within (1) month of appointment; employees must maintain this certification while employed in this title.

\*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.

**POLICE OPERATIONS AIDE (SPANISH SPEAKING) 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 Clerk, Clerk (Spanish Speaking), Clerk Typist, Clerk Typist (Spanish Speaking) or Stenographer in the Suffolk County Police Department for at least one (1) year immediately preceding the written examination date.

Necessary Special Requirements

Depending upon nature of the assignment, at the time of appointment and during employment in this title, employees may be required to possess a valid license to operate a motor vehicle in New York State. The job assignment may require attainment of 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: OCTOBER 10, 2015**

**WASTEWATER TREATMENT PLANT OPERATOR TRAINEE OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

**Necessary Special Requirement**

Depending upon the assignment, at the time of appointment and during employment in this title, employees may be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate their capacity to meet the transportation requirements of the position.

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**WRITTEN TEST DATE: NOVEMBER 14, 2015**

**CORRECTION OFFICER I OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma recognized by the New York State Department of Education by the date of appointment.

**Necessary Special Requirement:** After appointment, the incumbent will be required to obtain a Peace Officer Training Certificate recognized by the New York State Municipal Police Training Council.

**Special Age Requirement:** The minimum age to participate in this examination is 20 years and 6 months by the date of the written test. Pursuant to Section 54 of the Civil Service Law, applicants who are within six months of the minimum age will be permitted into the competition. Therefore, candidates 20 years of age and older will meet the age requirement. Candidates shall not be considered for appointment until they reach their 21<sup>st</sup> birthday.

**Residence Requirement:** In accordance with the provisions of Section 23 of the New York State Civil Service Law, the Civil Service Department will give preference in certification to legal residents of Suffolk County. To be deemed a legal resident of Suffolk County for the purpose of being granted preference as such, a candidate must have been a legal resident at the time of certification and for at least 90 calendar days prior thereto.

**Citizenship Requirement:** Candidates must be United States citizens at the time of appointment.

**Note:** Pursuant to the provisions of Section 217A of the County Law, candidates who have been convicted of a felony will be barred from appointment and candidates who have been convicted of a misdemeanor may be barred from employment.

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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 regionally accredited or New York State registered college or university 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 or otherwise demonstrate their capacity to meet the transportation requirements of the job. \*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.