

PLEASE POST CONSPICUOUSLY

Wyoming County is now requiring a fee for examination, please note applicable section.

WYOMING COUNTY CIVIL SERVICE

EXAMINATION ANNOUNCEMENT

**Continuous Recruitment**

Public Health Technician

Exam #2009-15 OC

Salary: \$16.29 -\$18.66/hr per  
2008 Schedule A CSEA Contract.

APPLICATIONS ACCEPTED CONTINUOUSLY

ISSUED: January 30, 2009

LOCATION OF POSITION: The resulting eligible list for this examination will be used to fill vacancies as they occur in Wyoming County Public Health Department.

RESIDENCE REQUIREMENT: Candidates must have been legal residents of Wyoming County, for at least one (1) month immediately preceding the date of the written examination, and must have continued their residency through the period leading to their initial appointment.

CERTIFICATION: Preference in appointment may be given to candidates who presently reside in a civil division or district where the appointment is to be made in accordance with provisions of Sec. 23 (4-a) of Civil Service Law.

**CANDIDATES DEEMED ELIGIBLE, WILL BE ELIGIBLE FOR APPOINTMENT FOR ONE (1) YEAR FROM THEIR DECLARED ELIGIBILITY DATE AS A RESULT OF THIS CONTINUOUS RECRUITMENT EXAMINATION.**

DUTIES: The work involves responsibility for performing a variety of field tests and activities to support Public Health Sanitarians and Engineers carry out the various elements of prevention and control programs affecting public health. Employees in this class are responsible for making inspections and carrying out specialized phases of the Environmental Health Program in a municipal health department or agency. Duties involve gathering information and data for use by Public Health Engineers and Sanitarians in determining compliance with local and state Sanitary Code requirements. The work is performed under general supervision of either a higher level technical or professional employee who reviews reports and provides advisory assistance as necessary. Does related work as required.

\*MINIMUM QUALIFICATIONS: Either:

- (a) 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 an Associate's degree including a minimum of 12 semester credit hours in the physical and biological sciences; OR
- (b) Satisfactory completion of 60 semester credit hours of academic education at 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 including a minimum of 12 semester credit hours in physical and biological sciences.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State driver's license or otherwise demonstrate their ability to meet the transportation needs of the job.

\*See Public Health Director

SUBJECT OF EXAMINATION: Written test designed to test for knowledge, skills and/or abilities in such areas as:

1. ARITHMETIC REASONING: These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form.
2. UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL: These questions test how well you comprehend written material.
3. PRINCIPLES OF BIOLOGY, CHEMISTRY AND GENERAL SCIENCE: These questions test for a basic understanding of the physical world around you and the scientific laws that govern it.

**THERE IS A STUDY GUIDE AVAILABLE AT OUR OFFICE.**

**Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, "Spell Checkers," personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.**

SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: If special arrangements for testing are required, indicate this on your application. Any member of the Armed Forces of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

This examination will be prepared and 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 preparation and rating of examinations will apply to this examination.

Current members of the Armed Forces may apply for Veteran's credits by filing an application for Veteran's Credits (Form VC-1). Proof of military status must also be presented and verified in order for consideration of granting of "conditional" Veteran's credit. Acceptable proof may include a military I.D. card, military orders, or others official military document that substantiates active military service at time of exam. This documentation and VC-1 Form must be received prior to the establishment of the Eligible List for this examination. The "conditional" status of the additional credits will remain until proof is provided indicating that the service was in time of war and that the veteran received an honorable discharge, or was released under honorable circumstances.

VETERANS: Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veteran credits with **EACH** application for examination. Candidates who wish to claim veteran credits on an examination should request an application and information sheet from the Wyoming County Civil Service Office. Veteran's application forms will also be available upon request at the examination center. The completed forms must be received before the eligible list for this examination is established in order to utilize additional credits.

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.

APPLICATION FORMS MAY BE OBTAINED AT THE  
WYOMING COUNTY CIVIL SERVICE OFFICE  
143 N. Main St., Suite 220  
Warsaw, New York 14569  
Telephone: 786-8830  
Hours: Monday through Friday 9:00 a.m. – 5:00 p.m.

OR DOWNLOAD AN APPLICATION AT [www.wyomingco.net](http://www.wyomingco.net) (click on the civil service link)  
WYOMING COUNTY -- AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

#### APPLICATION FEE POLICY

##### APPLICATION FEE:

You need to file a \$20.00 processing fee for EACH exam you are applying for. The required fee MUST accompany your application.

- Send check or money order payable to the "Wyoming County Department of Civil Service."
- Write the examination number on the check or money order.
- **DO NOT SEND CASH!!**

As NO refunds will be made if you fail to appear for the scheduled exam or if your application is disapproved, be sure to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Assistance in determining whether or not you meet the minimum qualifications can be obtained from our office and is yours for the asking.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through 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 by the close of business on the Application Deadline as listed on the Examination Announcement. The Application Fee Waiver is available on line at [www.wyomingco.net](http://www.wyomingco.net) (click on Civil Service) or in our office.

##### GENERAL INSTRUCTIONS:

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved. All necessary licenses, diplomas, and transcripts must be attached to the application when required in the "Minimum Requirements" as listed on the exam announcement.

3. Appointments from an eligible list must be made from the top three (3) candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.

4. It is the responsibility of the candidate to notify the Wyoming County Civil Service Office of any change of name and/or address. NO attempt will be made to locate candidates who have moved.

TIME AND PLACE OF EXAMINATION: Approved candidates will be notified by mail regarding the time and place of the examination. If notice of approval or disapproval is not received at least seven (7) days prior to the exam, please call the Wyoming County Civil Service Office at (585) 786-8830.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination call 786-8830 or write to Wyoming County Civil Service, Warsaw, NY 14569.

NOTE: APPLICANTS WHO LACK THIRTY DAYS, OR LESS, OF MEETING THE MINIMUM QUALIFICATIONS BY THE DATE OF THE EXAMINATION WILL BE ADMITTED CONDITIONALLY TO THE EXAMINATION. HOWEVER, PROOF OF THE ADDITIONAL DAYS' QUALIFICATIONS MUST BE SUBMITTED PRIOR TO THE ESTABLISHMENT OF THE ELIGIBLE LIST.

IF THE MINIMUM QUALIFICATIONS REQUIRE A DEGREE AND/OR LICENSURE/CERTIFICATION THE FOLLOWING STATEMENTS SHALL PERTAIN TO THIS EXAM ANNOUNCEMENT: If you expect to complete the educational requirement within 6 months, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Wyoming County Civil Service Office. Proof must be submitted within 2 months, following award of degree; failure to do so will result in removal of your name from the eligible list.

Licensure/Certification: If you are eligible for the required licensure/certification you can be admitted to this examination. If successful on the examination, you will not be certified for permanent appointment until you have submitted proof of possession of the required licensure/certificate to the Wyoming County Civil Service Office.

PROCEDURE FOR REQUESTING ALTERNATE TEST DATE:

1. For situations known prior to when the examination is scheduled for administration, the candidate should get from this office a Request for Alternate Test Date Form as soon as possible before the test date.
2. For emergency situations, you must notify this office no later than Tuesday following the SATURDAY scheduled test date.
3. We can not administer any written test prior to the scheduled date.

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