

GREENE COUNTY CIVIL SERVICE COMMISSION
411 MAIN STREET, CATSKILL, NEW YORK 12414
518-719-3253 – www.greenegov.com

Announces an
OPEN COMPETITIVE CONTINUOUS RECRUITMENT EXAMINATION FOR
FAMILY PLANNING CLINIC NURSE PRACTITIONER

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 Family Planning Clinic; 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: Salary will vary depending on full time or part time status

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing, under medical direction, health care nursing services of a specialized nature in a Family Planning Clinic. The employee functions as a clinical expert, acts as a member of a health care team and coordinates the total health care of clinic patients. Work is performed under the general direction of the Family Planning Clinic Administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Interviews, records, reviews, interprets and evaluates the medical and social history of clinic patients; Performs appropriate physical examinations and screening procedures; In collaboration with a physician, suggests and implements treatment regimens; Counsels and educates on family planning methods and other health issues; Interprets data and implements appropriate treatment regimens according to standing orders; Assists in training clinic staff; Prepares and maintains a variety of medical reports and records.

MINIMUM QUALIFICATIONS: EITHER

- A. A master's degree which prepares registered professional nurses to provide primary health care services or a program determined to be equivalent by the New York State Department of Health; **OR**
- B. One (1) year of experience as a Nurse Practitioner in Family Planning or OB-GYN. (Verifiable part-time experience will be prorated toward meeting full-time experience requirements.)

SPECIAL REQUIREMENTS: Current license issued by the New York State Education Department to practice as a registered professional nurse and current license as a nurse practitioner or midwife. If this position requires a driver's license, possession of a valid New York State Driver's license is required at time of appointment and this license must be maintained throughout employment.

NOTE: Standards as prescribed by Section 400.10 of the New York State Sanitary Code as amended 11/25/85, pursuant to statutory authority of Public Health Law 2803.

EVALUATION OF TRAINING AND EXPERIENCE

SUBJECTS OF THE 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. **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.greenegov.com.