

**PLEASE POST CONSPICUOUSLY—CONTINUOUS RECRUITMENT EXAMINATION**

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

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Announces an  
**OPEN COMPETITIVE CONTINUOUS RECRUITMENT EXAMINATION FOR**

**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 Departments of: Mental Health, Public Health, Family Planning or any agency utilizing this title; the list resulting from this examination will be used to fill vacancies as they occur within any Agency.

**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 health care, which consists of promotion and maintenance of health, prevention of illness and disability, basic care during acute and chronic phases of illness, guidance and counseling of individuals and families and referral to other healthcare providers when appropriate. The Nurse Practitioner works under the supervision of the physician in accordance with written protocol. The Nurse Practitioner assesses the physical and psychological status of patients by means of interview, health history, physical examinations and diagnostic tests. Consistent with the medical protocol established by the physician of record, the Nurse Practitioner may evaluate test findings, make assessments and initiate appropriate actions to facilitate the implementation of preventive and/or therapeutic plans for the continuing health care needs of the patients. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Makes assessments of actual or potential health problems by case finding, health teaching, health counseling and the like; Obtains detailed medical histories of patients to systematically collect data on patient background, physical and mental condition, medications or treatments and other pertinent information; Performs physical examinations of patients to assist in assessment of the health status of the individual; Observes signs and symptoms associated with changes in patient's physical and emotional health; Discriminates between normal and abnormal findings and makes referrals to appropriate services; In collaboration with the physician of record, orders routine and laboratory tests, such as CBC, blood chemistry, urinalysis, serology and etc.; Reviews cases with the physician to discuss findings and to devise plans of patient care covering both medical and nursing aspects; Participates with the physician in the delineation of standard treatment regimens which will guide the Nurse Practitioner in the management of individual health programs; Instructs, counsels and guides patients, their families and others toward the achievement of optimum health; Provides physical examinations and participates in immunization clinics; Interprets public health laws governing control of communicable diseases and enforces physician's exclusion and re-admission policy concerning infections or contagious diseases; Acts as a resource person to staff regarding health care.

**MINIMUM QUALIFICATIONS:** Possession of a current license and registration to practice as a registered Professional Nurse in New York State and possession of a current New York State license as a Nurse Practitioner.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrates their ability to meet the transportation needs of the job.

**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 at: [www.greenegov.com](http://www.greenegov.com)