

**CIVIL SERVICE OPPORTUNITIES**  
**Cortland County Office of Personnel/Civil Service**  
**County Office Building, Cortland NY 13045**  
**(607) 753-5076**

[www.cortland-co.org/personnel](http://www.cortland-co.org/personnel)

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**OPEN COMPETITIVE CONTINUOUS RECRUITMENT**  
**FOR HEALTH CARE/ PROFESSIONAL POSITIONS**  
**(TRAINING AND EXPERIENCE EXAMS)**

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**EXAMINATION FEE:** Each application for a Cortland County Civil Service examination must be accompanied by a **\$15.00** cash, certified check or money order payable to the "**Cortland County Treasurer.**" NOTE: ALL CSEA Cortland County Employees, Cortland County Management Compensation Plan Employees, Cortland County Sheriff's Department Civilian Employee Unit #6550-02, and Cortland County Deputy Sheriff Correction Officer Unit #6550-03 will PAY \$5.00 to be paid with cash, a certified check or money order made payable to "**Cortland County Treasurer.**" **PERSONAL CHECKS WILL NOT BE ACCEPTED.** The application fee is **non-refundable.** Applications will not be reviewed unless accompanied by the examination fee.

**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 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.**

Pre-employment drug screening and/or physical required.

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**MENTAL HEALTH PRACTITIONER, #902-05A**

**SALARY: Varies**

**MINIMUM QUALIFICATIONS:** Either - A.) Graduation from a medical school approved by the University of the State of New York, completion of an approved internship, three (3) years of an approved resident training in psychiatry and/or neurology AND possession of a license to practice medicine issued by the State of New York; OR: B.) Possession of a license and current registration to practice medicine in New York State and five (5) years of experience as a licensed physician; OR: C.) 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 certification as a Nurse Practitioner with a specialty in psychiatry.

**NURSE PRACTITIONER, #900-00**

**SALARY: \$31.7996-37.0650/HR**

**MINIMUM QUALIFICATIONS:** NYS licensure and registration as an RN and NYS certification as a Nurse Practitioner. Possession of a NYS driver's license.

**OCCUPATIONAL THERAPIST, #802-01**

**SALARY: \$27.9444-34.6786/HR**

**MINIMUM QUALIFICATIONS:** Licensed by the NYS Education Dept. to practice as an Occupational Therapist. Experience as an Occupational Therapist working with children ages birth to five. Possession of a NYS driver's license.

**PHYSICAL THERAPIST, #803-01**

**SALARY: \$27.9444-34.6786/HR**

**MINIMUM QUALIFICATIONS:** Licensed by the NYS Education Dept. to practice as a Physical Therapist. Experience as a Physical Therapist working with children ages birth to five. Possession of a NYS driver's license.

**PUBLIC HEALTH NURSE, #700-00**

**SALARY: \$27.6361-32.2121/HR**

**MINIMUM QUALIFICATIONS:** A baccalaureate degree in nursing from a regionally accredited or NYS registered four-year college or university AND licensure and current registration to practice as a Registered Professional Nurse in New York State. Possession of a NYS driver's license.

**PUBLIC HEALTH SOCIAL WORKER, #825-01**

**SALARY: \$25.8777-32.1139/HR**

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or NYS registered university with a master's degree or higher in social work. Current NYS licensure as a Licensed Master Social Worker. Possession of a NYS driver's license.

**SOCIAL SERVICES ATTORNEY, #800-01**

**SALARY: \$63,913-77,758/YR.**

**MINIMUM QUALIFICATIONS:** Possession of a license to practice law in New York State.

**SPEECH/LANGUAGE PATHOLOGIST, #875-01**

**SALARY: \$30.2201-37.5027/HR.**

**MINIMUM QUALIFICATIONS:** License and current registration as a Speech Pathologist, certification as a Teacher of the Speech and Hearing Impaired and experience (paid or volunteer) speech language pathology involving work with children ages birth to five. Possession of a NYS driver's license.

**STAFF PSYCHIATRIST, #901-05 Residency Requirements Waived**

**SALARY: \$112.00/HR. Minimum**

**MINIMUM QUALIFICATIONS:** Graduation from a medical school approved by the University of the State of New York, completion of an approved internship and: A). At least three years of approved resident training in psychiatry and/or neurology; OR B). A satisfactorily approved equivalent of the experience stipulated in A. **SPECIAL REQUIREMENT:** Eligibility for a license to practice medicine issued by the State of New York. Licensure must be obtained before an appointment will be made.

**SUPERVISING PUBLIC HEALTH NURSE, #850-01**

**SALARY: \$30.3687-35.3974/HR**

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Nursing and two years experience as a Public Health Nurse; or Master's degree or higher in Nursing and one year of experience as a Public Health Nurse. Current NYS licensure as an RN. Possession of a NYS driver's license. An SPHN must complete 15 hours of continuing education in public health and management related topics approved by

the NYS Dept. of Health within the first year of employment in this title. NOTE: For positions in the Certified Home Health Agency, two years of full-time paid experience or its part-time equivalent in home care is also required.

**SUPERVISING COMMUNITY HEALTH NURSE, #701-08**

**SALARY: \$28.9896-33.7896/HR.**

**MINIMUM QUALIFICATIONS:** Licensure and current registration to practice as a Registered Professional Nurse in New York State AND EITHER:

- A. A Baccalaureate degree in nursing or a health or human services field and two years' community health experience; OR
- B. An Associate's degree in nursing or a health or human services field and four (4) years of community health experience;
- C. Six (6) years of experience in community health **and** six credit hours, or the equivalent, of education/training in public health and principles of management.

**FOR CORTLAND COUNTY EMPLOYEES:**

**Background Investigation:** Effective 9-1-16 applicants will be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State driver's license is required. Failure to maintain a NYS driver's license including driving privileges throughout employment will result in disciplinary action or dismissal.

The list established as a result of these exams will be used to fill any vacancies that may occur during the life of the lists.

**RESIDENCE REQUIREMENT:** Candidates must have been legal residents of Cortland County or one of the seven contiguous counties of Broome, Cayuga, Chenango, Onondaga, Madison, Tompkins, or Tioga for at least one month immediately preceding the date of the examination. Preference in certification may be given to successful candidates who are residents of the municipality one month prior to the date of certification. Residence requirements may be suspended or reduced by the Personnel Officer in cases where recruitment difficulty makes such requirements disadvantageous to the public interest.

**SUBJECT 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 indicated 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 shall be disqualified. Passing candidates will be placed on the continuous eligible list for up to four (4) years. After four years, candidates' names will be removed from the list.

**VETERANS OR DISABLED VETERANS** who are eligible for additional credits must submit an application for veterans credits prior to the establishment of the eligible list for the examination. Only those veterans who have served on active duty during the creditable periods of war as described in Section 85 of NYS Civil Service Law will be eligible for veterans credits. Additionally, Veterans credits will only be added to the score of a candidate who has attained a passing grade of 70 or higher. Veterans credits may not be used to achieve a passing score.

**APPLICATIONS CAN BE OBTAINED** at the Office of Personnel, 60 Central Avenue, Cortland NY. Applications will be accepted on a continuous basis.

An Equal Opportunity Employer: M/F

This examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the ratings of exams will apply to this test.

**GENERAL INSTRUCTIONS AND INFORMATION**

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 it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an Eligible List must be made from the top three candidates willing to accept appointment. The duration of an Eligible List may be fixed for a minimum of one (1) year, and a maximum period of (4) years.
4. It is the responsibility of the candidate to notify the Office of Personnel/Civil Service of any change in address. No attempt will be made to locate candidates who have moved and not notified this office of their change of address.

Date Issued: 1/23/06;

Amended: 1/25/07; 1/17/08; 5/13/08, 2/26/09, 1/12/10, 4-26-11, 3-14-12, 9-12-12; 1-15-2013; 1-1-14; 8-26-14; 2-9-15; 4/24/15; 1-20-16; 8-10-16