

**OTSEGO COUNTY Accepts Applications Continuously
And offers Examinations Periodically for
CLINICAL SERVICES COORDINATOR**

SALARY: \$49,536 - \$58,227

EXAMINATION DATE: TBD

VACANCIES: The eligible list resulting from this examination will be used to fill vacancies as they occur in Otsego Manor.

RELIGIOUS ACCOMMODATION-DISABLED PERSONS-MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Otsego County Civil Service/ Personnel Office as soon as possible before the test date. If you apply for an examination during the filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

BACKGROUND INVESTIGATION: Applicants may 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.

FILING FEE: A fee of \$7.50 is required for each separately numbered examination for which you apply. The required fee must accompany your application. Make money order payable to County of Otsego and write the examination number(s) and your Social Security Number on your money order. **PERSONAL CHECKS AND CASH WILL NOT BE ACCEPTED. NO EXCEPTIONS.** As no refunds will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. No determination of eligibility will be made prior to filing of applications.

APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the 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. This form can be obtained at the Personnel/Civil Service Office or on our website at www.otsegocountyemployment.com. **WAIVERS WILL NOT BE CONSIDERED IF FILED AFTER THE LAST FILING DATE.**

RESIDENCY REQUIREMENT/PREFERENCE: There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who have been residents of Otsego County for at least one month immediately preceding the scheduled date of the written examination.

VETERAN'S CREDIT: Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veterans Credits" accompanied by the form DD-214 prior to the establishment of the eligible list. **IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS OFFICE. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS OFFICE PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.** No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's 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. Veteran's Credit application form can be found on our website www.otsegocountyemployment.com.

DISTINGUISHING FEATURES OF THE CLASS: Clinical Services Coordinator is a licensed and currently registered professional nurse whose primary functions are to supervise, instruct and guide nursing and auxiliary personnel in providing high quality nursing services. This position involves responsibility for the provision of nursing services and supervision of nursing practice to assure safe, effective and efficient comprehensive nursing care in Otsego Manor. Supervision is exercised over the work of assigned licensed professionals and auxiliary nursing staff. Does related work as required.

MINIMUM QUALIFICATIONS: Licensure and current registration to practice as a Registered Professional Nurse in New York State and **EITHER:** (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelors Degree in Nursing, Human Services, or a health related field and two (2) years full-time, paid experience or it's part-time equivalent in health care; **OR** (b). Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates Degree in the fields described in (a) and four (4) years full-time paid experience or its part-time equivalent in health care.

SPECIAL REQUIREMENT: All applicants must possess Healthcare Provider CPR Certification.

SUBJECT OF EXAMINATION: The only subject of this 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 our 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.

PREPARATION/RATING OF 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 Services Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

CONTINUOUS RECRUITMENT ELIGIBLE LISTS: Successful candidates will have their names placed on the eligible list in the order of their final score, regardless of the date on which they take the test. A candidate's eligibility begins on the date their name is added to the eligible list and remains in effect for one year. The Otsego County Personnel/Civil Service Office reserves the right to terminate this continuous recruitment program and re-establish the periodic type of examination.

APPLICATIONS AND ANNOUNCEMENTS may be obtained by writing or calling the Personnel Office, County Office Building, Cooperstown, New York 13326. (607) 547-4239 or downloaded from the County's website at www.otsegocountyemployment.com. **NOTICE: ONLY APPLICATIONS SUBMITTED TO THE OTSEGO COUNTY PERSONNEL OFFICE WITH THE APPROPRIATE FEE OR FEE WAIVER APPLICATION WILL BE CONSIDERED FOR THIS EXAMINATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION. ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION.** A separate application must be filed for **EACH** examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Otsego County Personnel Office reserves the right to accept or to reject applications/fees submitted/postmarked after the last announced filing date. The Otsego County Personnel Office is **NOT** responsible for lost or misdirected mail. **NOTE:** Unless otherwise specified, all required experience must be full time paid or its part time paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of our experience. Omissions or vagueness will NOT be interpreted in your favor.** Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time he/she submits an application, but is serving in a qualifying position or will complete all required coursework by the date of the examination, he/she may be approved **CONDITIONALLY** to take an examination, pending verification of successful completion of all experience and training requirements. Applications for examination can be obtained from the Otsego County Personnel Office, 183 Main Street, Cooperstown, New York or downloaded from the County's website at www.otsegocountyemployment.com

Dated: August 25, 2009

OTSEGO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

PHONE: 607-547-4239

www.otsegocountyemployment.com