



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



Public Health Sanitarian Exam Number 60639

VACANCIES: At present there are no vacancies in Seneca County's Environmental Health Department. This eligible list will be used to fill future vacancies as they occur in Seneca County.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of Seneca County for at least one month prior to the date of certification and are residents of Seneca County at the time of appointment.

SALARY: \$20.68 per hour

MINIMUM QUALIFICATIONS:

Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including 30 credit hours in the natural sciences, of which not more than 12 credit hours may be in the applied sciences; OR
- B. Five years of full-time, paid experience as a Public Health Technician deemed satisfactory by the local Commissioner of Health or Public Health Director and have completed a public health training course approved by the State Health Department.
- C. An equivalent combination of training and experience as defined in (A), and (B) above.

Note: Part-time service will be given prorated credit toward experience requirements.

SPECIAL REQUIREMENTS:

Must possess NYS Driver's License at time of application. Said license must be maintained throughout employment.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Examination To Be Held:
September 29, 2018

Applications Accepted Up To:
August 24, 2018

Minimum Qualifications (continued)

Note: Incumbent must satisfactorily complete a public health training course approved by the State Health Department within the 2 year period following appointment.

Note: Qualifications mandated by State. 10 NYCRR 11.110

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Conducts air pollution studies and soil percolation tests;
Collects water, food and other samples for laboratory examination;
Prepares reports on inspections and investigations;
Interprets laboratory reports;
Assists with training other personnel;
May testify at enforcement proceedings;
Performs routine and follow up inspections of sanitary conditions of campgrounds, hotels, and other facilities including public, semi-public or individual water supplies and sewage disposal devices, refuse disposal, air pollution, public health nuisance complaints and general sanitation;
Performs routine and follow-up inspections of swimming pools and beaches to determine compliance with the State Sanitary Code;
Collects samples of drinking water and waste water for laboratory analysis to determine organic, inorganic and bacterial contamination;
Performs routine and follow-up inspections of restaurants and public eating places, including arrangements of food handling and storage, food service and disinfection procedures;
Performs routine and follow-up inspections of public health nuisances including rodent harborages, and related matters and advises local officials of corrective measures;
Tests drinking water samples for chlorine content;
Inspects sites and advises homeowners on repairs and improvements to home water and waste water systems;
May collect and deliver suspected diseased animals to State Laboratories for analysis;
Aids homeowners, local officials and certified water operators on proper sanitary operation of wells, pumps and water source protection;
Maintains records and completes inspection reports related to all work activities;
Responds to emergency situations which may involve chemical spills, water main breaks, disease outbreaks, and other public health emergencies, as required by the immediate supervisor; and
Performs other related duties.

VETERANS CREDITS: Veterans or disabled veterans (including some current armed forces personnel) desiring to claim additional credit must make application for such additional credit at the time they make application for examination or at any time between the date of application for examination and the date of the establishment of the resulting eligible list. Your eligibility will be determined after we receive this completed application and a copy of your DD214. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit by the time the eligible list is established, cannot later be granted credit on such eligible list. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDITS FORMS AND TO SUBMIT SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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 necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

CROSS-FILING: If you cross file for the 9/29/18 examination with more than one civil service agency, you must notify each agency in writing before the last filing date so that arrangements can be made for you to take a single written test for all jurisdictions for which you apply. Please indicate on the cross filing form obtained by clicking here: <https://seneca-portal.mycivilservice.com/Crossfile%20Form.pdf> the names of the jurisdictions where other applications have been filed and the location where you wish to sit for this test. Failure to notify each agency may result in disqualification from one or more examinations in the series.

APPLICATION FEE: A fee of **\$10.00** is required for each separately numbered examination for which you apply. When you are applying online, complete the required fields for payment as noted. As no refund 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. **The required fee must accompany your on-line application.**

APPLICATION FEE WAIVER: A waiver of the application fee is available for individuals who are unemployed and primarily responsible for the support of a household; or individuals who are eligible for Medicaid, or receiving Supplemental Security Income (SSI) payments; or individuals who are receiving Public Assistance in the form of Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance, or are certified eligible for Job Training Partnership Act/Workforce Investment Act programs through a state or local social services agency. If you can verify eligibility for application fee waiver, complete an "Application Fee Waiver Request and Certification" form and submit it with your application.

NOTE: Religious accommodation, handicapped persons: If special arrangements for testing are required, indicate this on your application form. All qualified candidates will be notified by mail as to location of exam, time, date, etc. Also, special testing arrangements for active military members are available.

NOTE: This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service rules, regulations dealing with the rating of examinations will apply to the written test.

NOTE: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. However, devices with typewriter keyboards, 'Spell Checkers, Personal Digital Assistants, Address Books,' Language Translators, Dictionaries, or similar devices are prohibited. **Use of calculators is RECOMMENDED.**

GENERAL INSTRUCTIONS AND INFORMATION:

1. To apply online, please visit <https://seneca-portal.mycivilservice.com/jobopps> .
2. Before filling out your application, read the announcement for this examination carefully. When completing your application be sure to enter the examination title which identifies the examination for which you are filing.
3. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to fully meet the announced requirements. Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time, those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will NOT be notified of their score.
4. Notify this agency immediately of any change of address. When writing, give the title of examination.

5. Falsification of any part of the "Application for Employment" will result in disqualification.
6. Applicants must answer every question on the application form and make sure that the application is complete in all respects. An incomplete application may result in its disapproval.
7. The candidate must complete an "Application for Employment" for each open-competitive and/or promotion examination he/she is eligible to take.
8. All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a pro-rated basis.)
9. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

Use of calculators is RECOMMENDED

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Arithmetic reasoning:

These questions test for the ability to solve basic arithmetic problems presented in sentence or short paragraph form. The problems may require the use of addition, subtraction, multiplication, division, determining percentages, and basic algebraic and geometric calculations.

2. Evaluating conclusions in light of known facts

These questions will consist of a set of factual statements and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

3. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

4. Basic principles of biology, chemistry, and general science

These questions test for knowledge of elementary concepts and principles in the fields of general science, biology, and chemistry.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

**POSITIVELY NO APPLICATION WILL BE ACCEPTED AFTER THE LAST FILING DATE.
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Posting Date: **August 8, 2018**