SUFFOLK COUNTY DEPARTMENT OF
CIVIL SERVICE

ANNOUNCES:

EXAMINATION ANNOUNCEMENT SUMMARY
January 16, 2018

PUBLIC NOTICE
This is a summary of forthcoming examinations. Applicants are advised to see the official examination announcement for complete details. For the most current examination announcement information, please go to our website at: http://www.suffolkcountyny.gov/civilservice and select “Current List of Exams.” If it becomes necessary to amend any announcement or current Press Release, all changes will be posted on the department’s web page.

WANT TO GET ON OUR MAILING LIST?
Anyone interested in receiving this Announcement Summary by email may go to: http://eupdates.suffolkcountyny.gov/lists/?p=subscribe&id=1 and subscribe to the e-updates for the civil service examination summary. When a new summary is released, you will receive an e-mail notification.

DEPARTMENT LOCATION
The Suffolk County Department of Civil Service maintains its principal office at 725 Veterans Memorial Highway, William J. Lindsay Complex, Building #158, Hauppauge, NY.
Mailing Address: P.O. Box 6100, Hauppauge, NY 11788-0099
Telephone: 631-853-5500 Fax: 631-853-6370

INTERNET
Candidates for all examinations may file on the internet. (Examination Announcement Summary), examination announcements, expanded subtest descriptions (when available), and job specifications can also be obtained. For more information visit our home page at: http://www.suffolkcountyny.gov/civilservice.

APPLICATION PROCESSING FEE
A separate application is required for each examination (identified by examination number) for which you are applying. Each application must be accompanied by a NON-REFUNDABLE NON-TRANSFERABLE application processing fee. SEE THE EXAMINATION ANNOUNCEMENT FOR THE FEE AMOUNT (The fee will NOT BE REFUNDED if your application is DISAPPROVED). Do not send cash. Make your check or money order payable to the Suffolk County Department of Civil Service. Please indicate the examination title and your social security number on the face of your check or money order. Certain applicants may be eligible for a fee waiver. See examination announcement for details. This application is part of your examination. Answer all questions fully and carefully in ink. Attach additional sheets if necessary to give detailed information. You may also apply on our Internet site.

APPLICATION FEE WAIVER
The application processing fee may be waived for Suffolk County residents who are veterans, auxiliary police, members in good standing of a local fire district or ambulance company, and volunteer CERT members. The fee may also be waived if you are unemployed and primarily responsible for the support of a household and for recipients of Medicaid, SSI, Public Assistance or those in a training program under the Job Training Partnership Act/Workforce Investment Act administered by 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. The waiver application is available on request from the Civil Service Department or on our website under “Online Forms.”

CANDIDATE SCHEDULING INFORMATION
Candidates can view their room assignment and exam site on our home page at www.suffolkcountyny.gov/civilservice under “Candidate Exam Room Assignment Search” seven days prior to the examination date.
OPEN FILING SYSTEM
The Suffolk County Department of Civil Service accepts applications for most titles before a test is announced.

APPLICATIONS FOR EXAMINATIONS THAT INVOLVE TRAINING AND EXPERIENCE EVALUATIONS A candidate who filed for a training and experience examination more than six months prior to the last filing date is advised to amend his or her application to include current information. Candidates are also advised to request from the Department of Civil Service a copy of the official examination announcement which fully describes all the information that must be included in your application. (When critical information is vague or missing, candidates may receive no credit for that part.)

SUBSTITUTE SCHOOL CROSSING GUARDS
The Suffolk County Police Department is seeking candidates for the position of substitute School Crossing Guard. Substitute School Crossing Guards work on an on-call basis. The hourly rate of pay as of 07/01/16 is $13.27. There is a guarantee of 3.0 hours for every assignment. No other benefits are available. Typical work activities include regulating the directional flow of school children, pedestrian and vehicular traffic at an assigned intersection or school crosswalk; reporting traffic incidents to police authorities for appropriate action; noting unusual or suspicious occurrences or actions of individuals and alerting police in cases of observed or suspected violations of law and ordinances. Candidates must be able to read and write English. At the time of appointment, and during employment, employees must possess a valid license to operate a motor vehicle in New York State. Prior to appointment, there will be qualifying psychological and medical evaluations as well as an in-depth background investigation. Interested candidates may apply for a position at the police precinct in which they reside.

<table>
<thead>
<tr>
<th>LAST FILING DATE: JANUARY 24, 2018</th>
<th>WRITTEN TEST DATE: MARCH 3, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPECIFICATION#</td>
<td>TITLE</td>
</tr>
<tr>
<td>1013</td>
<td>ASSISTANT CIVIL ENGINEER OC</td>
</tr>
<tr>
<td>1013</td>
<td>ASSISTANT CIVIL ENGINEER PR</td>
</tr>
<tr>
<td>1052</td>
<td>ASSISTANT CLERK OF THE WORKS OC</td>
</tr>
<tr>
<td>1041</td>
<td>ASSISTANT TOWN ENGINEER OC</td>
</tr>
<tr>
<td>1016</td>
<td>ASSOCIATE CIVIL ENGINEER OC</td>
</tr>
<tr>
<td>1016</td>
<td>ASSOCIATE CIVIL ENGINEER PR</td>
</tr>
<tr>
<td>1014</td>
<td>CIVIL ENGINEER OC</td>
</tr>
<tr>
<td>1014</td>
<td>CIVIL ENGINEER PR</td>
</tr>
<tr>
<td>1051</td>
<td>CLERK OF THE WORKS OC</td>
</tr>
<tr>
<td>7087</td>
<td>COLLEGE PUBLIC SAFETY OFFICER III PR</td>
</tr>
<tr>
<td>0296</td>
<td>DEPUTY SCHOOL DISTRICT TREASURER OC</td>
</tr>
<tr>
<td>7077</td>
<td>DIRECTOR OF SCHOOL SAFETY OC</td>
</tr>
<tr>
<td>1011</td>
<td>JUNIOR CIVIL ENGINEER OC</td>
</tr>
<tr>
<td>1010</td>
<td>JUNIOR CIVIL ENGINEER TRAINEE OC</td>
</tr>
<tr>
<td>1017</td>
<td>PRINCIPAL CIVIL ENGINEER OC</td>
</tr>
<tr>
<td>1017</td>
<td>PRINCIPAL CIVIL ENGINEER PR</td>
</tr>
<tr>
<td>1015</td>
<td>SENIOR CIVIL ENGINEER OC</td>
</tr>
<tr>
<td>1015</td>
<td>SENIOR CIVIL ENGINEER PR</td>
</tr>
<tr>
<td>0061</td>
<td>SENIOR LEGAL SECRETARY OC</td>
</tr>
<tr>
<td>0061</td>
<td>SENIOR LEGAL SECRETARY PR</td>
</tr>
<tr>
<td>7091</td>
<td>SENIOR SECURITY GUARD PR</td>
</tr>
<tr>
<td>7091</td>
<td>SENIOR SECURITY GUARD PR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LAST FILING DATE: FEBRUARY 3, 2018</th>
<th>TRAINING &amp; EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPECIFICATION#</td>
<td>TITLE</td>
</tr>
<tr>
<td>2304</td>
<td>OCCUPATIONAL THERAPIST ASSISTANT OC</td>
</tr>
<tr>
<td>2304</td>
<td>OCCUPATIONAL THERAPIST ASSISTANT OC</td>
</tr>
<tr>
<td>2304</td>
<td>OCCUPATIONAL THERAPIST ASSISTANT OC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LAST FILING DATE: FEBRUARY 7, 2018</th>
<th>WRITTEN TEST DATE: MARCH 3, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPECIFICATION#</td>
<td>TITLE</td>
</tr>
<tr>
<td>5071</td>
<td>AIRPORT SECURITY GUARD OC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LAST FILING DATE: FEBRUARY 7, 2018</th>
<th>WRITTEN TEST DATE: MARCH 17, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPECIFICATION#</td>
<td>TITLE</td>
</tr>
<tr>
<td>4012</td>
<td>ASSISTANT RECREATION CENTER MANAGER OC</td>
</tr>
<tr>
<td>4012</td>
<td>ASSISTANT RECREATION CENTER MANAGER PR</td>
</tr>
<tr>
<td>0230</td>
<td>AUDITOR TRAINEE OC</td>
</tr>
<tr>
<td>5504</td>
<td>CORRECTION OFFICER III PR</td>
</tr>
<tr>
<td>5506</td>
<td>CORRECTION OFFICER IV PR</td>
</tr>
</tbody>
</table>
5508  DEPUTY WARDEN PR  $175,335  Ungraded
0447  DIRECTOR OF PAYROLL SERVICES PR  $65,836** Grade 29
5031  POLICE CHIEF (TOWN OF SOUTHAMPTON) PR  Usual Annual Salary $186,900
5032  POLICE CHIEF (VILLAGE OF EAST HAMPTON) PR  Usual Annual Salary $179,823
5033  POLICE CHIEF (VILLAGE OF LLOYD HARBOR) PR  Usual Annual Salary $225,000
4013  RECREATION CENTER MANAGER OC  Usual Annual Salary $48,840-56,880**
4003  RECREATION LEADER OC  Usual Annual Salary $42,320**
3698  SENIOR CITIZENS PROGRAM ADMINISTRATOR II OC  Usual Annual Salary $60,514** Grade 27
3717  SENIOR CITIZENS PROGRAM SUPERVISOR OC  Usual Annual Salary $66,837**
3717  SENIOR CITIZENS PROGRAM SUPERVISOR PR  Usual Annual Salary $66,837**
4022  SUPERINTENDENT OF RECREATION I OC  Usual Annual Salary $49,088

LAST FILING DATE: FEBRUARY 14, 2018
SPECIFICATION#  TITLE  ANNUAL SALARY
3081  SOCIAL SERVICES EXAMINER I OC  $35,523 Grade 16
3091  SOCIAL SERVICES EXAMINER I (SPANISH SPEAKING)  $35,523 Grade 16

LAST FILING DATE: MARCH 7, 2018
SPECIFICATION#  TITLE  ANNUAL SALARY
0012  SENIOR CLERK PR  $31,050** Grade 11
0022  SENIOR CLERK TYPIST OC  $32,018** Grade 12
0022  SENIOR CLERK TYPIST PR  Usual Annual Salary $49,088
0032  SENIOR STENOGRAPHER PR  $32,018** Grade 12

APPLICATIONS ARE ACCEPTED AND ADDED CONTINUALLY FOR THE FOLLOWING TITLES:
SPECIFICATION #  TITLE  ANNUAL SALARY
2670  EMERGENCY MEDICAL TECHNICIAN (BASIC) OC  Usual Annual Salary $35,360-$48,750**
2673  EMERGENCY MEDICAL TECHNICIAN (CRITICAL CARE) OC  Usual Annual Salary $35,360-$48,750**
2674  EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC) OC  Usual Annual Salary $35,360-$48,750**
2641  MEDICAL SERVICES SPECIALIST OC  Annual Salary $57,472 Grade 23 Step 2

TRAINING & EXPERIENCE - LAST FILING DATE: FEBRUARY 3, 2018

OCCUPATIONAL THERAPIST ASSISTANT OC REQUIRES: Possession of a license* to practice as an Occupational Therapy Assistant in the State of New York.
Necessary Special Requirements
At the time of appointment and during employment in this title, candidates must be registered to practice as an Occupational Therapy Assistant in the State of New York.
Depending on assignment, candidates may be required, at the time of appointment and during employment in this title, to possess a valid license to operate a motor vehicle in New York State.
*Please attach to the application a copy of your current New York State Occupational Therapy Assistant license.

WRITTEN TEST DATE: MARCH 3, 2018

AIRPORT SECURITY GUARD OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and either: (a) Thirty (30) credits* from a college with federally-authorized accreditation or registration by NY State, which includes at least twelve (12) credits in Criminal Justice; or, (b) Three (3) years of experience as a security guard; or, (c) Two (2) years of experience involving security guard responsibilities within a commercial airport; or, (d) One (1) year of experience as a peace or police officer.
Necessary Special Requirements
Candidates must be at least 21 years of age at the time of appointment. At the time of appointment and during employment in this title employees must possess a valid license to operate a motor vehicle in New York State. Candidate must be a United States Citizen at the time
of appointment. At the time of appointment to a position designated in Section 2.10 of New York State Criminal Procedure Law as having peace officer status, candidates will be required to possess a valid Suffolk County Pistol Permit and maintain the permit throughout employment in this title. Candidate will be required to successfully complete a CPR/AED Course given by the American Heart Association (AHA) or equivalent health care provider during the first year of employment, and must maintain this certification throughout employment in this title. After appointment, persons designated as peace officers in Section 2.10 of New York State Criminal Procedure Law will be required to obtain a Peace Officer Training Certificate recognized by the New York State Municipal Police Training Council.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

ASSISTANT CIVIL ENGINEER OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Engineering, Architecture, Construction Management, Chemistry, Biology, Physics, Hydrology, Geology, Environmental Science or a related field, and two (2) years of relevant experience in civil engineering, wastewater/sanitation, construction management, highways, materials testing, sub-soil investigations, or groundwater investigations; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and six (6) years of relevant experience in civil engineering, wastewater/sanitation, construction management, highways, materials testing, sub-soil investigations, or groundwater investigations; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Necessary Special Requirement
At the time of appointment, and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

ASSISTANT CIVIL ENGINEER PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Principal Engineering Aide for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirement
At the time of appointment, and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

ASSISTANT CLERK OF THE WORKS OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in building construction work.

Notes: Additional education* from a college with federally-authorized accreditation or registration by NYS in civil technology, construction technology, engineering or a related field will be substituted for experience on a year-for-year basis. Additional experience in building construction work will be substituted for education on a year-for-year basis up to a maximum of two (2) years.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

ASSISTANT TOWN ENGINEER OC REQUIRES: At the time of appointment, candidates must possess a Professional Engineer's License* issued by New York State, and maintain such license during employment in this title.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

ASSOCIATE CIVIL ENGINEER OC REQUIRES: Possession of a Professional Engineer’s License* issued by the State of New York, and four (4) years of sanitary and/or civil engineering experience following acquisition of the license.

Necessary Special Requirement
Candidates must maintain a Professional Engineer’s License issued by the State of New York while employed in this title.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

ASSOCIATE CIVIL ENGINEER PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Senior Civil Engineer for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirement
Candidates must maintain a Professional Engineer’s License issued by the State of New York while employed in this title.

CIVIL ENGINEER OC REQUIRES: Either: (a) Possession of a Professional Engineer’s License** issued by the State of New York; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree* in Civil or Sanitary Engineering, or Construction Management Engineering Technology; and, Either: (a) Three (3) years of experience as a civil engineer, sanitary engineer or civil or sanitary engineer trainee in a state or municipal department; or (b) Four (4) years of experience as a civil engineer, sanitary engineer, or civil or sanitary engineer trainee in a private organization.

Note: A Master’s Degree* in Engineering Technology or Civil or Sanitary Engineering may be substituted for one (1) year of the required experience.
Necessary Special Requirement
At the time of appointment, candidates must possess a Professional Engineer's License issued by the State of New York and maintain it while employed in this title.
*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable. **Please attach to the application a copy of your New York State Professional Engineer’s License.

CIVIL ENGINEER PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as an Assistant Civil Engineer or Junior Civil Engineer for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirement
At the time of appointment, candidates must possess a Professional Engineer’s License issued by the State of New York and maintain it while employed in this title.

CLERK OF THE WORKS OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and six (6) years of experience in building construction work, two (2) of which must have been in the inspection or supervision of more than one (1) of the construction trades.

Notes: Additional education* from a college with federally-authorized accreditation or registration by NY State in civil technology, construction technology, engineering or a related field will be substituted on a year-for-year basis for the experience in building construction. Education will not be substituted for experience in the inspection or supervision of construction trades. Additional experience in building construction work will be substituted for education on a year-for-year basis up to a maximum of two (2) years.
*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

COLLEGE PUBLIC SAFETY OFFICER III PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a College Public Safety Officer II for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirements
Possession of a valid New York State driver’s license at the time of appointment; appointees must maintain a valid license throughout their employment in this title. Upon appointment, candidates must apply for, and maintain registration as a guard with the New York State Department of State, Division of Licensing Services.

DEPUTY SCHOOL DISTRICT TREASURER OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience in maintaining financial accounts and records.

Note: Additional education* beyond high school from a college with federally-authorized accreditation or registration by NY State may be substituted on a year-for-year basis for up to two (2) years of experience.
*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

DIRECTOR OF SCHOOL SAFETY OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree* in Criminal Justice or Occupational Health and Safety, or related field(s), plus two (2) years of supervisory or managerial experience in security and safety operations in a school setting; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree* in Criminal Justice or Occupational Health and Safety, or related field(s), plus two (2) years of experience as a police officer which included assignments or in-service training relating to violence in schools, juvenile justice or other areas directly related to issues affecting school districts.

Note: Additional experience as defined in (a) or (b) above may be substituted for education on a year-for-year basis to a maximum of four (4) years. Candidates must have graduated from senior high school or possess a high school equivalency diploma.
*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

JUNIOR CIVIL ENGINEER OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Civil or Sanitary Engineering, or Construction Management Engineering Technology; and Either: (a) A Master's Degree* in Engineering Technology or Civil or Sanitary Engineering; or, (b) One (1) year of experience as a civil or sanitary engineer or civil or sanitary engineer trainee in a state or municipal department; or, (c) Two (2) years of experience as a civil engineer, sanitary engineer or civil or sanitary engineer trainee in a private organization.

Necessary Special Requirement
At the time of appointment, and during employment in this title, employees will be required to possess a valid license to operate a motor vehicle in New York State.
*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.
JUNIOR CIVIL ENGINEER TRAINEE OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Civil or Sanitary Engineering, or Construction Management Engineering Technology at time of appointment.

Necessary Special Requirement
At the time of appointment, and during employment in this title, employees will be required to possess a valid license to operate a motor vehicle in New York State.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

PRINCIPAL CIVIL ENGINEER OC REQUIRES: Possession of a Professional Engineer's License* issued by the State of New York, and six (6) years of sanitary and/or civil engineering experience following acquisition of license, three (3) years of which must have been in a supervisory or administrative capacity.

Necessary Special Requirement
Candidates must maintain a Professional Engineer's License issued by the State of New York while employed in this title.

*Please attach to the application a copy of your New York State Professional Engineer’s License.

PRINCIPAL CIVIL ENGINEER PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as an Associate Civil Engineer for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirement
Candidates must maintain a Professional Engineer's License issued by the State of New York while employed in this title.

SENIOR CIVIL ENGINEER OC REQUIRES: Either: (a) Possession of a Professional Engineer's License* issued by the State of New York, and two (2) years of sanitary and/or civil engineering experience following acquisition of the license; or, (b) Ten (10) years of sanitary and/or civil engineering experience, which must include one (1) year of experience following the acquisition of a Professional Engineer’s License issued by the State of New York.

Necessary Special Requirement
Candidates must maintain a Professional Engineer's License issued by the State of New York while employed in this title.

*Please attach to the application a copy of your New York State Professional Engineer’s License.

SENIOR CIVIL ENGINEER PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Civil Engineer for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirement
Candidates must maintain a Professional Engineer's License issued by the State of New York while employed in this title.

SENIOR LEGAL SECRETARY OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State or business school with an Associate's Degree* in Paralegal Studies, Secretarial Science or Legal Secretary specialization, and one (1) year of experience in a law office working with legal documents such as briefs, motions, petitions, etc.; or, (b) Successful completion of a Paralegal or Legal Secretary Certificate course given by a college with federally-authorized accreditation or registration by NY State or business school, and two (2) years of experience in a law office working with legal documents such as briefs, motions, petitions, etc.; or, (c) Graduation from a standard senior high school or possession of a high school equivalency diploma, and three (3) years of experience in a law office working with legal documents such as briefs, motions, petitions, etc.; or, (d) An equivalent combination of education and experience as defined by the limits of (a), (b) and (c).

*Please attach to the application a copy of your college or business school transcript(s) which must have your name, college/business school name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

SENIOR LEGAL SECRETARY PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Legal Secretary for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

SENIOR SECURITY GUARD PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Security Guard for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirement
Depending upon assignment, possession of a valid New York State driver's license at time of appointment; if required, license must be maintained throughout employment in this title.

--------------------------------------------------------------------------------
ASSISTANT RECREATION CENTER MANAGER OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate’s Degree*, which includes an emphasis in Recreation or Physical Education and one (1) year of experience in directing recreational activities; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma and three (3) years of experience in directing recreational activities; or, (c) An equivalent combination of the above education and experience as defined by the limits of (a) and (b).
* Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

ASSISTANT RECREATION CENTER MANAGER PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Recreation Leader for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

AUDITOR TRAINEE OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree* which includes, or is supplemented by, at least twenty-four (24) credit hours in Accounting.
*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

CORRECTION OFFICER III PR REQUIRES: To be eligible to compete in this examination, a candidate must now be serving as a permanent or contingent permanent Correction Officer II in the Suffolk County Sheriff’s Department. To be eligible for appointment, all passing candidates must have completed two (2) years of continuous service as a permanent or contingent permanent Correction Officer II in the Suffolk County Sheriff’s Department.

CORRECTION OFFICER IV PR REQUIRES: To be eligible to compete in this examination, a candidate must now be serving as a permanent or contingent permanent Correction Officer III in the Suffolk County Sheriff’s Department. To be eligible for appointment, all passing candidates must have completed two (2) years of continuous service as a permanent or contingent permanent Correction Officer III in the Suffolk County Sheriff’s Department.

DEPUTY WARDEN PR REQUIRES: To be eligible to compete in this examination, a candidate must now be serving as a permanent or contingent permanent Correction Officer IV or Correction Officer III in the Suffolk County Sheriff’s Department. To be eligible for appointment, all passing candidates must have completed one (1) year of continuous service as a permanent or contingent permanent Correction Officer IV or three (3) years of continuous service as a permanent or contingent permanent Correction Officer III in the Suffolk County Sheriff’s Department.

DIRECTOR OF PAYROLL SERVICES PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis as a Suffolk County government employee with permanent or contingent permanent competitive status as a Principal Auditor or Payroll Compliance Examiner for at least one (1) year or as a Payroll Manager or Payroll Coordinator for at least three (3) years immediately preceding the written examination date.

POLICE CHIEF (TOWN OF SOUTHAMPTON) PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Police Captain in the Town of Southampton for at least six (6) months immediately preceding the written examination date.

POLICE CHIEF (VILLAGE OF EAST HAMPTON) PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Police Captain in the Village of East Hampton for at least six (6) months immediately preceding the written examination date.

POLICE CHIEF (VILLAGE OF LLOYD HARBOR) PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Police Captain in the Village of Lloyd Harbor for at least six (6) months immediately preceding the written examination date.

RECREATION CENTER MANAGER OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree* which includes an emphasis in Recreation or Physical Education and two (2) years of experience in directing recreational activities; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma and four (4) years of experience in directing recreational activities; or, (c) An equivalent combination of the above education and experience as defined by the limits of (a) and (b).
* Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

RECREATION LEADER OC REQUIRES: Either: (a) Possession of a teaching certificate** (elementary or high school) recognized by the New York State Department of Education; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate’s Degree* in Recreation and/or Physical Education; or, (c) Graduation from a standard senior high school or
possession of a high school equivalency diploma, and two (2) years of experience conducting group recreational activities; or, (d) An equivalent combination of education and experience as defined by the limits of (a), (b) and (c).

**Necessary Special Requirements**

Candidates may be required to complete a basic Red Cross first-aid course or its equivalent. Candidates may be required to obtain a certificate in cardiopulmonary resuscitation, issued by the American Red Cross or Heart Association.

* Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

** Please attach to the application a copy of your teaching certificate recognized by the New York State Department of Education.

**SENIOR CITIZENS PROGRAM ADMINISTRATOR II OC** REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree*, and seven (7) years of administrative experience in the planning, coordination and administration of programs for the elderly.

Note: Additional education* in public administration or a related field may be substituted for experience on a year-for-year basis up to a maximum of two (2) years.

* Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

**SENIOR CITIZENS PROGRAM SUPERVISOR OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Gerontology or a related field, and one (1) year of experience working with programs of the aged; or in the delivery of health, social, educational or community services; or in the field of counseling; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and five (5) years of experience working with programs of the aged; or in the delivery of health, social, educational or community services; or in the field of counseling; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

* Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

**SENIOR CITIZENS PROGRAM SUPERVISOR PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Senior Citizens Center Manager for at least one (1) year or as an Assistant Senior Citizens Center Manager for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

**SUPERINTENDENT OF RECREATION I OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Master's Degree* in Recreation or Parks Administration and two (2) years of supervisory experience in the conduct of a recreational program; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree* which includes, or is supplemented by, at least fifteen (15) credit hours in professional recreation courses (such courses to include recreational principles and programs, philosophy of recreation and recreation administration) and three (3) years of supervisory experience in the conduct of a recreation program; or, (c) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree and four (4) years of experience as described in (b); or, (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

* Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

******************************************************************************************************************

**WRITTEN TEST DATE: MARCH 24, 2018**

**SOCIAL SERVICES EXAMINER I OC** REQUIRES: Either: (a) Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience in examining, investigating or evaluating claims for assistance, veterans’ or unemployment benefits, insurance or a similar program operating under established criteria for eligibility; or,

*Necessary Special Requirement*

At the time of appointment and during employment in this title, employees will be required to possess a valid license to operate a motor vehicle in New York State.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.*

**SOCIAL SERVICES EXAMINER I (SPANISH SPEAKING) OC** REQUIRES: Either: (a) Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience in examining, investigating or evaluating claims for assistance, veterans’ or unemployment benefits, insurance or a similar program operating under established criteria for eligibility; or,
(b) Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience in a NYS public social services agency performing duties that require substantial client contact for the purpose of implementing, assessing or directly providing agency programs and services.

Note: Additional education* from a college with federally-authorized accreditation or registration by NY State will be substituted for experience on a year-for-year basis.

Necessary Special Requirement
At the time of appointment and during employment in this title, employees will be required to possess a valid license to operate a motor vehicle in New York State.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

********************************************************

WRITTEN TEST DATE : APRIL 14, 2018

SENIOR CLERK PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Clerk, Clerk (Spanish Speaking), Data Entry Operator, Morgue Clerk, Real Property Recorder I, School Attendance Aide or Switchboard Operator for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

SENIOR CLERK TYPIST OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and three (3) years of clerical experience.

Note: Additional education* beyond high school from a college with federally-authorized accreditation or registration by NY State may be substituted for the above experience on a year-for-year basis.

Necessary Special Requirement
To be employed by the Suffolk County Police Department candidates may be required to attain New York State Police Information Network (NYSPIN) certification within (1) month of appointment; employees must maintain this certification while employed in this title.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable:

SENIOR CLERK TYPIST PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Clerk, Clerk (Spanish Speaking), Data Entry Operator, Library Clerk, Library Clerk (Spanish Speaking), Law Library Clerk, Legal Secretary, Medical Transcriptionist, Morgue Clerk, Personnel Transactions Clerk, Police Operations Aide, Real Property Recorder I, School Attendance Aide, Stenographer, Stenographer (Spanish Speaking) or Switchboard Operator for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirement
To be employed by the Suffolk County Police Department candidates may be required to attain New York State Police Information Network (NYSPIN) certification within (1) month of appointment; employees must maintain this certification while employed in this title.

SENIOR STENOGRAPHER PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Legal Secretary, Stenographer or Stenographer (Spanish Speaking) for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

********************************************************

CONTINUOUS RECRUITMENT

EMERGENCY MEDICAL TECHNICIAN (BASIC) OC REQUIRES: Possession of one of the following certificates* issued by the New York State Department of Health: Emergency Medical Technician-Basic Certificate; Emergency Medical Technician-Intermediate Certificate; Emergency Medical Technician-Critical Care Certificate; or Emergency Medical Technician-Paramedic Certificate.

*Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

Necessary Special Requirements (Vary by Jurisdiction)
1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver’s license, and maintain such license throughout employment in this position.
3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.
EMERGENCY MEDICAL TECHNICIAN (CRITICAL CARE) OC REQUIRES: Possession of one of the following certificates issued by the New York State Department of Health: Emergency Medical Technician-Critical Care; or Emergency Medical Technician-Paramedic. *Please attach to the application a copy of your currently valid certificate. Note: Separate eligible lists will be established for each title.

Necessary Special Requirements
1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver’s license, and maintain such license throughout employment in this position.
3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. Candidates for Emergency Medical Technician-Critical Care must have completed the Suffolk Regional Emergency Medical Advisory committee’s (REMAC) Advanced Life Support credentialing process at the time of appointment and must complete all protocol and policy updates throughout employment in the position.
5. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.

EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC) OC REQUIRES: Possession of an Emergency Medical Technician-Paramedic Certificate issued by the New York State Department of Health. *Please attach to the application a copy of your currently valid certificate. Note: Separate eligible lists will be established for each title.

Necessary Special Requirements (Vary by Jurisdiction)
1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver’s license, and maintain such license throughout employment in this position.
3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. Candidates for Emergency Medical Technician-Paramedic must have completed the Suffolk Regional Emergency Medical Advisory committee’s (REMAC) Advanced Life Support credentialing process at the time of appointment and must complete all protocol and policy updates throughout employment in the position.
5. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.

MEDICAL SERVICES SPECIALIST OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor’s or Master’s Degree* in Nursing or other health or human services field, plus two (2) years of experience as a registered professional nurse in home health care and/or the review of home health care services for medical necessity or in the delivery of preventive health care services. Experience must have been gained within the last ten (10) years.

Necessary Special Requirements
At the time of appointment and during employment in this title, employees must possess a Registered Nurse’s license issued by the State of New York. Employees must also possess and maintain a valid license to operate a motor vehicle in New York State. *Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable. **Please attach a copy of your currently valid New York State Registered Nurse’s license.

* * * * * * * * * *