ANNOUNCEMENTS:

EXAMINATION ANNOUNCEMENT SUMMARY
February 20, 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.

LAST FILING DATE: MARCH 7, 2018

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LAST FILING DATE: MARCH 14, 2018

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WRITTEN TEST DATE: APRIL 14, 2018

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WRITTEN TEST DATE: APRIL 21, 2018

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WRITTEN TEST DATE: JUNE 2, 2018

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APPLIED FOR THE FOLLOWING TITLES:

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**OC** - OPEN-COMPETITIVE
**PR** - PROMOTIONAL
* SALARIES EFFECTIVE 6/1/2017
** SALARIES VARY BY JURISDICTION
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), Clerk Typist, Clerk Typist (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 CLERK TYPIST (SPANISH SPEAKING) 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 (SPANISH SPEAKING) 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), Clerk Typist, Clerk Typist (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.

WRITTEN TEST DATE: APRIL 14, 2018

WRITTEN TEST DATE: APRIL 21, 2018

APPLICANT INVESTIGATOR OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree*; or, (b) Successful completion of sixty (60) credit hours* from a college with federally-authorized accreditation or registration by NY State and two (2) years of investigative interviewing experience; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).
Necessary Special Requirements
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. After appointment, candidates must obtain a valid pistol license issued by the Suffolk County Police Department and maintain this license throughout employment in the 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.

CODE ENFORCEMENT OFFICER (SPANISH SPEAKING) OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

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.

EMPLOYEE RELATIONS TECHNICIAN OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree*, and one (1) year of personnel experience in the public or private sector.
*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.

ORDINANCE INSPECTOR OC REQUIRES: Graduation from a standard senior high school, or vocational school in a job related field, or possession of a high school equivalency diploma, and two (2) years of experience in inspectional or investigative work which utilizes codes or standardized procedures and regulations pertaining to public order and safety.
Note: Experience will be substituted for education on a year-for-year basis. Relevant 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 Requirements
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. All employees hired after January 1, 1985 must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training programs must be attended as scheduled.
*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 TOWN INVESTIGATOR 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 a related field, and one (1) year of experience as an investigator; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree* in Criminal Justice or a related field and three (3) years of experience as an investigator; or, (c) Graduation from a standard senior high school or possession of a high school equivalency diploma, and five (5) years of experience as an investigator; or, (d) An equivalent combination of education and experience as defined by the limits of a), b), and c).

Necessary Special Requirements
At the time of appointment and throughout the period of employment, candidates must possess a valid New York State driver’s license. All employees must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations. Upon completion, the required in-service training programs must be attended as scheduled.
*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 TOWN INVESTIGATOR 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 Town Investigator for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirements
At the time of appointment and throughout the period of employment, candidates must possess a valid New York State driver’s license. All employees must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations. Upon completion, the required in-service training programs must be attended as scheduled.

TOWN INVESTIGATOR OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate’s Degree* in Criminal Justice or a related field, and one (1) year of experience as an investigator; or, (b)
Graduation from a standard senior high school or possession of a high school equivalency diploma, and three (3) years of experience as an investigator; or, (c) An equivalent combination of the education and experience as defined by the limits of (a) and (b).

**Necessary Special Requirements**

At the time of appointment and throughout the period of employment, candidates must possess a valid New York State driver’s license. All employees must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations. Upon completion, the required in-service training programs must be attended as scheduled.

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

**TOWN INVESTIGATOR (SPANISH SPEAKING) OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate’s Degree* in Criminal Justice or a related field, and one (1) year of experience as an investigator; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and three (3) years of experience as an investigator; or, (c) An equivalent combination of the education and experience as defined by the limits of (a) and (b).

**Necessary Special Requirements**

At the time of appointment and throughout the period of employment, candidates must possess a valid New York State driver’s license. All employees must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations. Upon completion, the required in-service training programs must be attended as scheduled.

*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.*

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**WRITTEN TEST DATE: JUNE 2, 2018**

**CASEWORKER TRAINEE OC** REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree*.

**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.*

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**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.

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