WAYNE COUNTY
HUMAN RESOURCE DEPARTMENT

26 Church Street * Lyons, New York 14489
Telephone: (315)946-7483 Facsimile: (315)946-7488 Web: www.co.wayne.ny.us

PSYCHIATRIC NURSE PRACTITIONER

DATE:	**APPLICATIONS WILL BE ACCEPTED UP TO THE END OF THE BUSINESS DAY ON: December 5, 2016** **$10.00 Filing fee MUST be submitted with completed application**

APPLICATIONS ARE BEING ACCEPTED AT THE WAYNE COUNTY HUMAN RESOURCE DEPARTMENT FOR THE POSITION OF PSYCHIATRIC NURSE PRACTITIONER AT WAYNE COUNTY MENTAL HEALTH DEPARTMENT.

THIS IS A COMPETITIVE CLASS POSITION REQUIRING APPLICANTS TO PARTICIPATE IN A TRAINING AND EXPERIENCE EVALUATION. PLEASE COMPLETE THE APPLICATION **IN DETAIL**, THE TRAINING AND EXPERIENCE YOU INCLUDE ON THE APPLICATION WILL BE USED TO RATE YOUR APPLICATION.

PLEASE INCLUDE A COPY OF YOUR LICENSE WITH YOUR APPLICATION.

MINIMUM QUALIFICATIONS:
Possession of a current valid New York State license to practice as a Registered Professional Nurse and graduation from a Nurse Practitioner Program, registered by the New York State Education Department or graduation from an equivalent program approved by the New York State Education Department and two (2) years professional nursing experience.

Special requirement: Possession of a current valid Certificate to practice as a Nurse Practitioner issued by the New York State Education Department.

DISTINGUIHSING FEATURES OF THE CLASS: Psychiatric Nursing Practitioners are Registered Professional Nurses with preparation in a specialized educational program who provide health care to clients in an outpatient setting. A licensed physician is designated as the physician of record. The Psychiatric Nurse Practitioner works under the supervision and direction of the Physician and in accordance with written protocol. The Psychiatric Nurse Practitioner works closely with the clinic staff in planning, developing and implementing a sound program which provides services and facilities to promote mental health wellness. The incumbent cooperates with members of the staff in promoting coordination of efforts and utilization of health information available to the clients. The incumbent does related work as required.

Subject of Examination: The only subject of examination will be an evaluation of your training and experience. You are, therefore, asked to include in your application a summary of **all** pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your summary of training include all 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. A resume does **not** relieve you from completing the application.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Law, Rules and Regulations dealing with the rating of examinations will apply to the examination.

AN EQUAL OPPORTUNITY EMPLOYER

Important information:

APPLICATIONS and further information may be obtained by writing or calling in person at the WAYNE COUNTY DEPT. OF HUMAN RESOURCES, 26 Church Street, Lyons, New York 14489 (315-946-7483). Information may also be obtained by visiting our website at www.co.wayne.ny.us

Completed applications, which must be delivered personally or bear a postmark not later than Last filing date on announcement.

The candidate **MUST c**omplete and submit an Application for Examination for each examination they wish to apply for. Falsification of any part of the Application will result in disqualification. Applicants must complete every question on the application form. Incomplete applications will be disapproved. **Submission of a resume** does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement of the application and not a substitute for it. To receive credit for experience on a job, basic information such as address, name, title of supervisor, hours in a work week, final salary, etc. Must be shown on the application. We do not make any formal acknowledgement of the receipt of an application or take responsibility for non-delivery of mail or postal delay.

RESIDENCY: Candidates must be legal residents of Wayne County for at least ONE month immediately preceding the date of the examination. For some examinations, residency may be waived where recruitment is difficult. A municipality or district **may** exercise its right under **Section 23-4a of Civil Service Law** to request a certification of eligible candidates who have been residents of that municipality or district for at least **30 days** prior to appointment. After the names of residents have been exhausted, Wayne County must then certify the names of non-residents on the list.

APPLICATION FILING FEE: A **non-refundable** filing fee must be submitted for each separately numbered examination for which you apply. Send check or money order payable to Wayne County, write the examination number on your check/money order. Cash will be accepted if returning application in person. **AS NO REFUNDS WILL BE MADE, YOU ARE URGED TO CHECK THE MINIMUM QUALIFICATIONS CAREFULLY.**

APPLICATION FEE WAIVER: ***A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of household.*** In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local 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. The form is available on our web site co.wayne.ny.us

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICT: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required.

FINGERPRINTING: Background checks may be required to determine suitability for employment for all positions.

ADMISSION LETTER: Approved candidates will receive an "Admission Letter" by mail at least 10 days before the exam date stating -Place, date and time of the exam. Candidates will not be admitted to the exam unless they have an "Admission Letter". If you do not receive an admission letter at least 10 days prior to the examination please call the Personnel Office at (315)946-7483. Disqualified candidates will be sent a notice of disqualification.

PLEASE SEE ADDITIONAL INFORMATION

USE OF CALCULATORS: Unless otherwise specified on the examination announcement, candidates are permitted to use quiet hand held solar/battery powered calculators. Devices with typewriter keyboards, spell check, address books, language translators, dictionaries or similar devices are prohibited. You may not bring cellular phones, beepers, pagers, or headphones.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must complete cross filer form and notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center – cross filer form must be submitted to the Wayne County HR Dept.

RELIGIOUS OBSERVERS - DISABLED PERSONS - ACTIVE MILITARY MEMBER: If you need special arrangements to take this examination because of Religious Observer, Active Military Duty, or a Disabled Person and need special accommodations in order to participate in the examination, you must notify the Personnel Office on or before the last filing date of the examination. The request must be in writing and should describe the accommodations you need. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under "Religious Accommodations." We will make arrangements for you to take the test on a different date (usually the following Monday).

VETERANS' PREFERENCE: Veterans or Disabled Veterans who have served on active duty during the creditable periods of war will be eligible for veterans credits (Dates are on the back of Civil Service Application). If you desire to claim additional credits you may make application for such additional credit on the back of the application and **MUST SUBMIT A CERTIFIED COPY OF YOUR DD-214**. **A Veteran Credit application must be completed and submitted with completed application – Form available on website.** In order to be considered for veteran credits, the proper forms **MUST** be submitted to the Personnel Office before the eligible list is established. Veteran credits will only be added to a passing score of 70 or higher.

PREPARATION & RATING OF EXAM: This examination is being prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

ELIGIBLE LISTS: The duration of an eligible list may be fixed for a minimum period of one and not more then four years. Appointment from an eligible list must be made from the top three candidates' will to accept appointment. **DECENTRALIZED EXAMS**: The Personnel Office reserves the right to terminate the special recruitment program at any time for decentralized examinations and re-establish a program of periodic testing for decentralized examinations.

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 and 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.

PROMOTIONAL EXAMINATIONS: SENIORITY POINTS will be added to an eligible score as follows: 0.2 points for each year based on the length of continuous competitive class service in the appointing jurisdiction up to a maximum of twenty years.