



Department of Human Resources & Civil Service

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
Ph: (585) 268-9212
FAX: (585) 268-9742

A NON-REFUNDABLE APPLICATION FEE OF \$15.00
MUST ACCOMPANY YOUR APPLICATION FOR EACH EXAMINATION

EXAMINATION TITLE: Athletic Trainer / Director NUMBER: 63831

OPEN COMPETITIVE SALARY: Varies by agency

Applications must be received in this office by 4:00 PM 05/31/2023 or be postmarked with that date.

Vacancies: The eligible list resulting from this exam will be used to fill vacancies and all future vacancies as they occur in Allegany County school districts with this position title.

Candidates must have been legal residents of Allegany County and adjoining counties (Wyoming, Livingston, Steuben, Cattaraugus, McKean, and Potter Counties) for at least one month immediately preceding the date of the written examination. Preference may be given to residents of Allegany County or a political subdivision of Allegany County.

An official application form must be filed for each examination. You are responsible for completing all sections of the application. Exam number and title must be recorded on the application. INCOMPLETE APPLICATIONS MAY BE DISAPPROVED. For further information/application forms, contact the Allegany County Civil Service Department, 7 Court Street, County Office Building, Belmont, NY 14813-1081 – Phone 585-268-9212.

ATTENTION CROSS-FILERS: ADDITIONAL REQUIREMENT:

- If you have applied for both State and Local government examinations, you must take your examinations at the State examination center. You are required to notify the Allegany County Civil Service Office no later than two weeks before the test date by submitting a Cross Filing Form. You will be advised by letter when and where to report for your examinations.
-If you have applied for other Local government exams, you may select which location to appear for the exams. You are required to notify the Allegany County Civil Service Office no later than two weeks before the test date by submitting a Cross Filing Form. You must also notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your exams. The Cross-Filing Form may be found on our website at: http://www.alleganyco.gov, click on Human Resources/Civil Service at the website.

MINIMUM QUALIFICATIONS:

Possession of a bachelor's degree* or higher in physical education, education administration or sports management.

SPECIAL REQUIREMENT: Must possess and maintain licensure in accordance with the New York State Department of Education as an Athletic Trainer.

SPECIAL REQUIREMENT: Must possess and maintain current certification in CPR/Emergency Cardiac Care.

SPECIAL REQUIREMENT: In agencies where required, possess and maintain an appropriate class Motor Vehicle Operator's license.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

* Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

APPLICATION FEE: In accordance with Civil Service Law Section 50, this Civil Service Department will be collecting a fee of \$15.00 from examination applicants for each separate examination for which they apply. The **\$15.00** fee applies to this examination. The required \$15.00 fee must accompany your application and must be in the form of either a money order payable to the Allegany County Treasurer, on our website through Xpress Pay, or cash (**exact amount only please, we cannot make change**). **PERSONAL CHECKS ARE NOT ACCEPTED.** As **no refund** will be made, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the exam only if you are clearly qualified.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a 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 at the beginning of this announcement. Contact the Allegany County Civil Service Department, 7 Court Street, Belmont, NY 14813, Phone: 585-268-9212 for the Application Fee Waiver and Certification form.

DUTIES:

The work of this class involves professional athletic training services for high school athletic programs under the direction of the school physician or by written referral from a physician. Employees of this class will follow the Standards of Practice and Code of Ethics set forth by the National Athletic Trainers Association within the parameters of the New York State Athletic Trainers licensing law. Incumbent shall also serve as the Athletic Director for all athletic programs, activities, supervise the coordination of athletic events and manage athletic department budgets for all high school sports including supervision of all personnel in developing and maintaining a viable program. Performs related duties as required.

SCOPE OF THE EXAMINATION:

There will be no written or oral test for this examination. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

Candidates must first complete an examination application and return it to the Allegany County Department of Civil Service on or before the last filing date of May 31, 2023

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

The Training and Experience Questionnaire will be available on July 7, 2023 and approved candidates will be required to complete and submit this questionnaire between July 7, 2023 and midnight July 28, 2023

NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of May 31, 2023

Candidates who fail to submit a questionnaire by midnight, July 28, 2023 will not receive a rating.

VETERANS OR DISABLED VETERANS desiring to claim additional credit may make application for such additional credit on their application for examination or at any time between the date of the application and the date of the establishment of the resulting eligible list. Veterans credit is added only to the score of the exam when the passing grade of 70 or higher is attained by the candidate.

ADDITIONAL EXAMINATION CREDIT TO 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 the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

ISSUED: 05/01/23

ALLEGANY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This announcement is also available on the Internet at: <http://www.alleganyco.gov>, click on Human Resources/Civil Service at the website.