



**Department of Human Resources &  
Civil Service**

7 Court Street  
County Office Building, Rm 216  
Belmont, New York 14813  
Ph: (585) 268-9212  
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## **CONTINUOUS RECRUITMENT OPEN COMPETITIVE EXAMINATION**

### **PUBLIC HEALTH TECHNICIAN #997**

Examinations dates to be determined by  
Allegany County Human Resource/Civil Service Department

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine, sub-professional public health work involving responsibility for assisting sanitarians and engineers in carrying out the various elements of prevention and control programs affecting the public's health. The work involves gathering information for use in determining compliance with local and state Sanitary Code requirements. Depending upon assignments, the work is performed under the direct supervision of the Deputy Public Health Director who reviews reports and provides advisory assistance when necessary. Does related work as required.

**VACANCY:** The eligible list established as a result of this examination will be used to fill present and future vacancies as they occur in Allegany County Department of Health.

**SALARY:** Starting Rate: \$21.66/hour

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree including a minimum of 24 semester credit hours in the physical, natural and biological sciences, and six (6) months paid or unpaid field work experience in the physical, natural and biological fields; or
- (b) Satisfactory completion of 60 semester credit hours of academic education at a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees including a minimum of 24 semester credit hours in physical, natural and biological sciences, and six (6) months paid or unpaid field work experience in the physical, natural and biological fields; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**SPECIAL REQUIREMENT:** Possession of a valid driver's license, and satisfactory completion of a training course approved by the New York State Department of Health within one (1) year of appointment.

**RESIDENCY:** Candidates must be residents of Allegany or a surrounding county for at least one month prior to the date of exam. Preference in certification may be given to successful candidates who have been legal residents of Allegany County.

**APPLICATION FORMS** may be obtained from, and must be filed with the Allegany County Human Resource/Civil Service Department, 7 Court Street, Belmont, NY 14813; (585) 268-9212. You can download the forms from the Allegany County website at <http://www.alleganyco.gov>; however, e-mail or faxed applications are not accepted.

**APPLICATION FEE:** In accordance with Civil Service law Sect. 50, this Civil Service Department will be collecting a fee of \$10.00 from examination applicants for each separate open-competitive exam for which they apply. The \$10.00 fee applies to this examination. The required \$10.00 fee must accompany your application and must be in the form of either cash (exact amount only) or money order payable to the Allegany County Treasurer. Write the number of the examination on your money order. As no refund will be made, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you are clearly qualified.

**APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid or receiving Supplemental Security Income payment 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. 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.

**ADDITIONAL INFORMATION FOR CANDIDATES:** For free copies of the booklet, "A Guide to the Written Test for the Public Health Technician Series," visit our website at: (<http://www.alleganyco.gov>), or contact the Allegany County Civil Service Department, 7 Court Street, Belmont, NY 14813, Phone: 585-268-9212 for a copy.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the date of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credit.

**TIME AND PLACE OF EXAMINATION:** Accepted candidates will be contacted by admission notice 7 to 10 days prior to the examination, when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (585) 268-9212.

**NOTE:** You must bring positive identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature.

**Saturday Sabbath Observers/Disabled Persons and Military Personnel called to Active Duty:** If special arrangements for testing are required, indicate this on your application form.

**Subject of Examination:** The written test will cover knowledge, skills and/or abilities in such areas as:

1. **ARITHMETIC REASONING:** These questions test for the ability to solve arithmetic problems which are presented in sentence or short paragraph form. Knowledge of addition, subtraction, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions.
2. **UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL:** These questions test for the ability to understand and interpret written material.
3. **PRINCIPLES OF BIOLOGY, CHEMISTRY, AND GENERAL SCIENCE:** These questions test for basic knowledge of the physical world and the scientific laws that govern it.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants," "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

The written test is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to the written test.

**ELIGIBLE LISTS:** Successful candidates will have their names placed on the eligible list in accordance with the requirements of the New York State Civil Service Department. The names of qualified candidates will remain on the eligible list for one year.