



**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE ANNOUNCES**  
**Examinations Open To The Public**

**APPLICATIONS ACCEPTED CONTINUOUSLY - TESTS HELD PERIODICALLY**

Examination No. and Title	Salary Grade
<b>20-830 Nurse 2</b>	<b>16</b>
<b>20-831 Nurse 2 (Manual Communications)</b>	<b>16</b>
<b>20-832 Nurse 2 (Psychiatric)</b>	<b>16</b>
<b>20-833 Nurse 2 (Psychiatric – Chinese Language)</b>	<b>16</b>
<b>20-834 Nurse 2 (Psychiatric – Manual Communications)</b>	<b>16</b>
<b>20-835 Nurse 2 (Psychiatric – Spanish Language)</b>	<b>16</b>
<b>20-836 Nurse 2 (Rehabilitation)</b>	<b>16</b>

**Upstate Counties with Salary Enhancements**

Location	Beginning Salary	Job Rate
<i>Statewide (No Salary Enhancements)</i>	\$45,940	\$58,468
<i>Great Meadow Correctional Facility and Central New York Psychiatric Center</i>	\$49,965	\$62,493
<i>Oxford Veterans Home</i>	\$50,440	\$62,968
<i>Capital District Psychiatric Center</i>	\$51,976	\$58,468
<i>Columbia and Greene Counties</i>	\$52,940	\$65,468
<i>Monroe County</i>	\$53,940	\$66,468
<i>Batavia Veterans Home</i>	\$53,940	\$66,468
<i>Broome, Chemung, and Chenango Counties</i>	\$55,816	\$62,968
<i>Sullivan and Ulster Counties</i>	\$58,811	\$71,339
<i>Dutchess and Orange Counties</i>	\$60,324	\$72,852
<i>Putnam County</i>	\$64,687	\$72,852

Shift differentials in Upstate Counties range from \$400 to \$7,000 depending on county. Appointees may also be eligible for \$575/year inconvenience pay. Additional monies may be available for advanced qualifications.

**Downstate Counties with Salary Enhancements**

Location	Beginning Salary	Job Rate
<i>Nassau and Suffolk Counties</i>	\$53,329	\$61,494
<i>Bronx, Kings, New York, Queens, Richmond, Rockland, and Westchester Counties</i>	\$66,200	\$74,365

Shift differentials in the Nine-County Greater New York Metropolitan Area range from \$3,620 to \$4,800 depending on county. Appointees may also be eligible for \$575/year inconvenience pay. Additional monies may be available for advanced qualifications.

**NO APPLICATION PROCESSING FEE REQUIRED**

**THE POSITIONS:** New York State has approximately 5,000 positions in the Nursing title series. Over half of the positions are located in facilities operated by the Office of Mental Health (OMH), while approximately a quarter are located in Department of Corrections and Community Supervision facilities. Other agencies utilizing these positions are the Office for People With Developmental Disabilities (formerly the Office of Mental Retardation and Developmental Disabilities), State University of New York, Office of Alcoholism and Substance Abuse Services (OASAS), Office of Children and Family Services (OCFS), Department of Health (DOH), and the State Education Department in Rome and Batavia. Positions designated as Psychiatric are located only in OMH and OASAS, while those designated as Rehabilitation are located only at DOH's Helen Hayes Hospital in West Haverstraw.

**DUTIES:** As a **Nurse 2 (all parenthetics) on an assigned shift**, you will provide professional nursing services appropriate to individuals served by the program to which you are assigned. Services may include, but are not limited to, nursing interventions and their documentation, case finding, health teaching/counseling and provision of supportive and/or restorative care. You will also participate in staff training, prepare clinical and administrative reports, maintain infection control standards, and function as a member of a treatment team. You may also act as a charge nurse on a unit or in a residence, or as house or unit supervisor in a nursing home.

In addition, you may provide supervision to subordinate professional, paraprofessional, and support staff in the performance of their patient/resident care duties and be responsible for maintaining inventory standards for medicine, controlled drugs, and narcotics.

**MINIMUM QUALIFICATIONS:** On or before the date of filing your application you must be **licensed and currently registered to practice nursing in New York State AND** have one year of **full-time post-RN licensure** clinical nursing experience. Appointment as a **Nurse 2 (Psychiatric)** requires **EITHER** one year of full-time post-RN licensure clinical experience, of which **six months** must be specialized nursing experience with individuals, at least 50% of whom have been diagnosed with mental illness, alcoholism, or chemical dependency; **OR eighteen months** of full-time post-RN licensure clinical nursing experience.

**NOTES:**

1. If you fail to maintain your registration once you are appointed, action will be taken to remove you from the position.
2. Credentials will be reviewed at the time of interview.
3. Questions regarding requirements for licensure should be directed to the New York State Education Department, Office of the State Board for Nursing, 2<sup>nd</sup> Floor, 89 Washington Avenue, Albany, NY 12234 or by calling (518) 474-3817. The State Education Department may also be contacted at [nursebd@mail.nysed.gov](mailto:nursebd@mail.nysed.gov).

**NOTES: (Continued)**

4. Agencies are very interested in candidates who speak Chinese or Spanish or who are skilled in manual communication. If you are considered for appointment to a foreign language position, you will be required to pass a performance test to demonstrate your proficiency in the foreign language. If you are considered for appointment to a manual communication position, you will be required to pass a performance test to demonstrate your proficiency in manual sign language. Proficiency must be at a level that will assure your ability to properly perform the duties of the position.
5. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
6. Applicants for positions at any of the Veterans Homes operated by the Department of Health must have no findings of abuse, neglect, mistreatment or misappropriation of resident funds listed on the New York State or any state nursing home registry to be considered.
7. In order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid exclusion lists (or excluded from any other Federal or Federally assisted program). If you are appointed and subsequently listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program), you may be terminated from your employment.
8. If appointed you may be required to become an enrolled Medicare provider; obtain and provide to your employer a National Provider Identifier (NPI) number issued by the National Plan and Provider Enumeration System (NPPES); and otherwise actively participate to the degree necessary to allow for your services to be billed through Medicare and Medicaid. If you are appointed and you lose the ability to bill through Medicare and Medicaid, you may be terminated from your employment.

**SUBJECT OF EXAMINATION:** There will be no written test. If you meet the Minimum Qualifications, your **education and experience** will be evaluated against the general background/critical activities of the position. It is essential that you describe your education and experience as completely as possible on the examination application NYS-APP form. Ambiguity, vagueness or omissions will not be decided in your favor. Do NOT send resumes. If you need more space, attach additional 8½" x 11" sheets, following the same format used on the application form. Your final score will be based on the rating you receive on the evaluation of education and experience. All statements you make on your application are subject to investigation.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime veterans' and Civil Service Law Section 85-a credits to your final passing score.

State agencies have an ongoing need for persons qualified for appointment to these positions. The agencies and facilities listed will accept applications at any time and will rate applications whenever additional eligibles are needed. Applications received after a rating will be retained for the next test date rating.

**For information about these examinations write or call any of the facilities or agencies listed.**

**HOW TO APPLY:**

- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email [cs.sm.examinfo@cs.ny.gov](mailto:cs.sm.examinfo@cs.ny.gov) to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 [press 2, then press 3]; or toll free at 1-877-697-5627 [press 2, then press 3].

**WHERE TO APPLY:** Mail your completed application form (NYS-APP) directly to the agencies or facilities where you wish to be employed, as directed in the listings below. **Do not send applications to the New York State Department of Civil Service.**

**STATE UNIVERSITY OF NEW YORK**

**MAIL THE COMPLETED APPLICATION TO THE FACILITY WHERE YOU WISH TO BE EMPLOYED.**

Alfred State College 10 Upper College Drive Alfred, NY 14802	State University of New York at Binghamton P.O. Box 6000 Binghamton, NY 13902-6000	SUNY College at Buffalo 1300 Elmwood Avenue Buffalo, NY 14222-1095	SUNY College at Plattsburgh 101 Broad Street Plattsburgh, NY 12901-2681
College of Technology at Delhi 167 Bush Hall Delhi, NY 13753	State University of New York at Buffalo 120 Crofts Hall Amherst Campus Buffalo, NY 14260-7022	SUNY College at Cortland P.O. Box 2000 Cortland, NY 13045	SUNY College at Potsdam 44 Pierrepont Avenue Potsdam, NY 13676
State University College of Agriculture and Technology at Cobleskill Cobleskill, NY 12043	State University of New York at Stony Brook 390 Administration Building Human Resources Department Stony Brook, NY 11794-0751	SUNY College at Fredonia 510 Maytum Hall Fredonia, NY 14063	SUNY College at Purchase Box 337 Purchase, NY 10577-1400
State University College of Agriculture and Technology at Morrisville Morrisville, NY 13408-0901	State University of New York University Hospital Human Resources Dept. 3 Technology Drive, Suite 100 East Setauket, NY 11733-9300	SUNY College at Geneseo Geneseo, NY 14454	SUNY Health Science Center at Brooklyn 450 Clarkson Avenue Brooklyn, NY 11203
State University College of Technology at Canton Canton, NY 13617	SUNY College at Brockport Allen Administration Building 350 New Campus Drive Brockport, NY 14420-2929	SUNY College at New Paltz 75 South Manheim Boulevard, Suite 9 New Paltz, NY 12561-2443	SUNY Health Science Center at Syracuse 750 E. Adams Street Syracuse, NY 13210
State University College of Technology at Farmingdale Melville Road Farmingdale, NY 11735		SUNY College at Old Westbury P.O. Box 210 Old Westbury, NY 11568-0210	SUNY Institute of Technology at Utica/Rome PO Box 3050 Marcy Campus Utica, NY 13502-3050
State University of New York at Albany Human Resources Administration UAB 300 1400 Washington Avenue Albany, NY 12222		SUNY College at Oneonta Oneonta, NY 13820-4015	SUNY Maritime College 6 Pennyfield Ave, Fort Schuyler Bronx, NY 10465
		SUNY College at Oswego 410 Culklin Hall Oswego, NY 13126	

**NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES**

**MAIL THE COMPLETED APPLICATION WITH A LIST OF THE RESIDENTIAL CENTERS WHERE YOU WISH TO BE EMPLOYED TO:**

**NYS Office of Children and Family Services  
Personnel Office  
52 Washington Street  
Rensselaer, NY 12144-2735**

Brentwood Residential Center  
1230 Commack Road  
Dix Hills, NY 11746-8215  
(631) 667-1188

Ella McQueen Reception Center  
41 Howard Avenue  
Brooklyn, NY 11221-4015  
(718) 574-2911

Lansing Residential Center  
270 Auburn Road  
Lansing, NY 14882-8944  
(607) 533-4262

Staten Island Residential Center  
1133 Forest Hill Road  
Staten Island, NY 10314-6396  
(718) 761-6033

Bronx Residential Center  
170 East 210th Street  
Bronx, NY 10467-9995  
(718) 798-6660

Finger Lakes Residential Center  
250 Auburn Road  
Lansing, NY 14882-9088  
(607) 533-5000

MacCormick Secure Center  
300 South Road  
Brooktondale, NY 14817-9723  
(607) 539-7121

Taberg Residential Center  
10011 Taberg-Florence Road  
RR 1, Box 139  
Taberg, NY 13471-7735  
(315) 245-0084

Brooklyn Residential Center  
1125 Carroll Street  
Brooklyn, NY 11225-2202  
(718) 773-2041

Goshen Secure Center  
Cross Road  
Goshen, NY 10924-9998  
(845) 294-6158

Middletown Residential Center  
393 County Route 78  
Middletown, NY 10940-6842  
(845) 342-3936

Brookwood Secure Center  
Spookrock Road, Box 265  
419 County Route 29  
Claverack, NY 12513-0265  
(518) 851-3211

Highland Residential Center  
PO Box 970  
629 North Chodiikee Lake Road  
Highland, NY 12528-2726  
(845) 691-7223

Red Hook Residential Center  
531 Turkey Hill Road  
Red Hook, NY 12571-9440  
(845) 758-4151

Columbia Secure Center for Girls  
419 Spook Rock Road  
Claverack, NY 12513  
(518) 851-3211

Industry Residential Center  
375 Rush-Scottsville Road  
Rush, NY 14543-9504  
(716) 533-2600

Sergeant Henry Johnson Youth  
Leadership Academy  
Route 10, PO Box 132  
South Kortright, NY 13842-0132  
(607) 538-1401

**NEW YORK STATE OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES**

**MAIL THE COMPLETED APPLICATION TO THE FACILITY WHERE YOU WISH TO BE EMPLOYED.**

Bernard M. Fineson Developmental  
Disabilities Services Office  
P.O. Box 280507  
Queens Village, NY 11428-0507  
(718) 217-5110

Central New York Developmental  
Disabilities Services Office  
Syracuse Office  
187 Northern Concourse  
North Syracuse, NY 13212  
(315) 473-6980

Metro New York Developmental  
Disabilities Services Office  
Personnel Office  
4th Floor  
1200 Waters Place  
Bronx, NY 10461  
(718) 430-0710

Sunmount Developmental  
Disabilities Services Office  
2445 State Route 30  
Tupper Lake, NY 12986  
(518) 359-4150

Brooklyn Developmental Disabilities  
Services Office  
888 Fountain Avenue  
Brooklyn, NY 11208-5997  
(718) 642-6310

Finger Lakes Developmental Disabilities  
Services Office  
Attention: Human Resources Office  
620 Westfall Road  
Rochester, NY 14620  
(585) 461-8800

NYS Institute For Basic Research in  
Developmental Disabilities  
1050 Forest Hill Road  
Staten Island, NY 10314  
(718) 494-5100

Taconic Developmental  
Disabilities Services Office  
26 Center Circle  
Wassaic, NY 12592  
Attn: OHRM  
(845) 877-6821, Ext. 3367

Broome Developmental Disabilities  
Services Office  
249 Glenwood Road  
Binghamton, NY 13905-1695  
(607) 770-0241

Hudson Valley Developmental  
Disabilities Services Office  
P.O. Box 470  
Thiells, NY 10984  
(845) 947-6300

Staten Island Developmental  
Disabilities Services Office  
1150 Forest Hill Road  
Staten Island, NY 10314-6316  
(718) 983-5433

Western New York  
Developmental Disabilities  
Services Office  
1200 East & West Road  
West Seneca, NY 14224  
(716) 517-2000

Capital District Developmental  
Disabilities Services Office  
500 Balltown Road  
Schenectady, NY 12304  
(518) 370-7386

Long Island Developmental Disabilities  
Services Office, Suite 1  
45 Mall Drive  
Commack, NY 11725  
(631) 493-1830

Central New York Developmental  
Disabilities Services Office  
Rome Office  
Box 470  
Rome, NY 13442-0470  
(315) 336-2300, Ext. 578

**NEW YORK STATE OFFICE OF MENTAL HEALTH**

**MAIL THE COMPLETED APPLICATION TO THE FACILITY WHERE YOU WISH TO BE EMPLOYED.**

Bronx Children's Psychiatric Center 1000 Waters Place Bronx, NY 10461 (718) 239-3600	Elmira Psychiatric Center 100 Washington Street Elmira, NY 14901-2898 (607) 737-4711	Mohawk Valley Psychiatric Center 1400 Noyes at York Utica, NY 13502	Rockland Children's Psychiatric Center Convent Road Orangeburg, NY 10962 (845) 359-7400
Bronx Psychiatric Center 1500 Waters Place Bronx, NY 10461 (718) 931-0600	Greater Binghamton Health Center 425 Robinson Street Binghamton, NY 13901 (607) 724-1391	Nathan S. Kline Institute for Psychiatric Research Orangeburg, NY 10962 (845) 398-5500	Rockland Psychiatric Center Old Orangeburg Road Orangeburg, NY 10962 (845) 359-1000
Brooklyn Children's Center Room 100, Building 8 1819 Bergen Street Brooklyn, NY 11233-4513 (718) 221-4500	Hutchings Psychiatric Center 620 Madison Street Syracuse, NY 13210 (315) 426-3600	NYS Psychiatric Institute 1051 Riverside Drive New York, NY 10032 (212) 543-5000	Sagamore Children's Psychiatric Center 197 Half Hollow Road Dix Hills, NY 11746 (631) 673-7700
Buffalo Psychiatric Center 400 Forest Avenue Buffalo, NY 14213 (716) 885-2261	Kingsboro Psychiatric Center 681 Clarkson Avenue Brooklyn, NY 11203 (718) 221-7700	Pilgrim Psychiatric Center 998 Crooked Hill Road West Brentwood, NY 11717-1087 (631) 761-3500	St. Lawrence Psychiatric Center One Chimney Point Drive Ogdensburg, NY 13669 (315) 541-2001
Capital District Psychiatric Center 75 New Scotland Avenue Albany, NY 12208 (518) 447-9611	Kirby Forensic Psychiatric Center 600 East 125th Street Wards Island, NY 10035 (646) 672-6999	Queens Children's Psychiatric Center 74-03 Commonwealth Boulevard Bellerose, NY 11426 (718) 464-2900	South Beach Psychiatric Center 777 Seaview Avenue Staten Island, NY 10305 (718) 667-2300
Central New York Psychiatric Center Box 300, Old River Road Marcy, NY 13403 (315) 736-8271	Manhattan Psychiatric Center 600 East 125th Street Wards Island, NY 10035 (212) 369-0500	Rochester Psychiatric Center 1111 Elmwood Avenue Rochester, NY 14620 (585) 241-1200 (315) 738-3800	Western NY Children's Psychiatric Center 1010 East and West Road West Seneca, NY 14224 (716) 677-7000
Creedmoor Psychiatric Center 80-45 Winchester Boulevard Queens Village, NY 11427 (718) 464-7500	Mid-Hudson Psychiatric Center Box 158, Route 17M New Hampton, NY 10958 (845) 374-3171		

**NEW YORK STATE OFFICE OF ALCOHOLISM AND SUBSTANCE ABUSE SERVICES**

**MAIL THE COMPLETED APPLICATION WITH A LIST OF TREATMENT CENTERS WHERE YOU WISH TO BE EMPLOYED TO:**

**New York State Office of Alcoholism and Substance Abuse Services  
Bureau of Human Resources Management  
1450 Western Avenue  
Albany, New York 12203-3526  
(518) 485-1728  
<http://www.oasas.ny.gov>**

Bronx Addiction Treatment Center Bronx Psychiatric Center Building 13 1500 Waters Place Bronx, NY 10461-2723 (718) 904-0026, ext 2	Dick Van Dyke Addiction Treatment Center 1330 County Road 132 Ovid, NY 14521 (607) 869-9500	M. A. Stutzman Addiction Treatment Center 360 Forest Avenue Buffalo, NY 14213-1205 (716) 882-4900	Russell E. Blaisdell Addiction Treatment Center Rockland Psychiatric Center Box 140 Orangeburg, NY 10962-1129 (845) 359-8500
C.K. Post Addiction Treatment Center Pilgrim Psychiatric Center Building 1, 998 Crooked Hill Road West Brentwood, NY 11717-1087 (631) 434-7209	John L. Norris Addiction Treatment Center Rochester Psychiatric Center 1111 Elmwood Ave. Rochester, NY 14620-3005 (585) 461-0410	McPike Addiction Treatment Center 1213 Court Street Utica, NY 13502 (315) 738-4600	St. Lawrence Addiction Treatment Center One Chimney Point Drive Hamilton Hall Ogdensburg, NY 13669-2291 (315) 393-1180
Creedmoor Addiction Treatment Center Creedmoor Psychiatric Center Building #19, CBU 15 80-45 Winchester Boulevard Queens Village, NY 11427 (718) 264-3740	Kingsboro Addiction Treatment Center 754 Lexington Avenue Brooklyn, NY 11221 (718) 453-3200	Richard C. Ward Addiction Treatment Center Suite No. 12/16, Building 92 117 Seward Avenue Middletown, NY 10940 (845) 341-2500	South Beach Addiction Treatment Center South Beach Psychiatric Center Building A 777 Seaview Avenue Staten Island, NY 10305-3499 (718) 667-4219

**NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION**

**MAIL THE COMPLETED APPLICATION WITH A LIST OF THE CORRECTIONAL FACILITIES WHERE YOU WISH TO BE EMPLOYED TO:**

**NYS Department of Corrections and Community Supervision  
1220 Washington Avenue  
State Office Building Campus  
Building #2  
Albany, NY 12226-2050  
(518) 457-8132**

**TO APPLY TO MENTAL HEALTH SATELLITE UNITS LOCATED IN CORRECTIONAL FACILITIES (THOSE MARKED WITH AN ASTERISK)**

**MAIL THE COMPLETED APPLICATION WITH A LIST OF THE MENTAL HEALTH SATELLITE UNITS WHERE YOU WISH TO BE EMPLOYED TO:**

**Central New York Psychiatric Center  
300 Old River Road  
Marcy, NY 13403**

Adirondack Correctional Facility Box 110 Raybrook, NY 12977-0110 (518) 891-1343	*Downstate Correctional Facility P.O. Box 445 Fishkill, NY 12524-0445 (845) 831-6600	Lincoln Correctional Facility 31-33 West 110th Street New York, NY 10026-4398 (212) 860-9400	*Sing Sing Correctional Facility 354 Hunter Street Ossining, NY 10562-5442 (914) 941-0108
*Albion Correctional Facility 3595 State School Road Albion, NY 14411 (585) 589-5511	*Eastern New York Correctional Facility Box 338 Napanoch, NY 12458-0338 (845) 647-7400	Livingston Correctional Facility Route 36, Sonyea Road Sonyea, NY 14556 (716) 658-3710	Southport Correctional Facility P.O. Box 2000 Pine City, NY 14871 (607) 737-0850
Altona Correctional Facility 555 Devil's Den Road Altona, NY 12910 (518) 236-7841	Edgecombe Correctional Facility 611 Edgecombe Avenue New York, NY 10032-4398 (212) 923-2575	Marcy Correctional Facility P.O. Box 5000 Marcy, NY 13403 (315) 768-1400	*Sullivan Correctional Facility Box 116 Fallsburg, NY 12733-0116 (845) 434-2080
*Attica Correctional Facility Box 149 Attica, NY 14011-0149 (585) 591-2000	*Elmira Correctional Facility Box 500 Elmira, NY 14902-0500 (607) 734-3901	*Mid-State Correctional Facility P.O. Box 216 Marcy, NY 13403-0216 (315) 768-8581	Taconic Correctional Facility 250 Harris Road Bedford Hills, NY 10507-2498 (914) 241-3010
*Auburn Correctional Facility 135 State Street Auburn, NY 13021 (315) 253-8401	*Fishkill Correctional Facility Box 307 Beacon, NY 12508 (845) 831-4800	*Mohawk Correctional Facility P.O. Box 8450 6100 School Road Rome, NY 13440 (315) 339-5232	Ulster Correctional Facility P.O. Box 800 Napanoch, NY 12458 (845) 647-1670
Bare Hill Correctional Facility Box #20 Malone, NY 12953 (518) 483-8411	*Five Points C. F. Caller Box 400 Romulus, NY 14541 (607) 869-5111	Monterey Shock Incarceration Correctional Facility 2150 Evergreen Hill Road Beaver Dam, NY 14812-9718 (607) 962-3184	*Upstate Correctional Facility P.O. Box 2000 Malone, NY 12953 (518) 483-6997
Bayview Correctional Facility 550 West 20th Street New York, NY 10011-2878 (212) 255-7590	Franklin Correctional Facility P.O. Box 10 Malone, NY 12953 (518) 483-6040	Moriah Shock Incarceration Correctional Facility P.O. Box 999 Mineville, NY 12956-0999 (518) 942-7561	Wallkill Correctional Facility Box G Wallkill, NY 12589-0286 (845) 895-2021
Beacon Correctional Facility P.O. Box 780 Beacon, NY 12508-0780 (845) 831-4200	Gouverneur Correctional Facility P.O. Box 370 Gouverneur, NY 13642-0370 (315) 287-7351	Mt. McGregor Correctional Facility Box 2071 Wilton, NY 12831-5071 (518) 587-3960	Washington Correctional Facility Box 180 Comstock, NY 12821-0180 (518) 639-4486
*Bedford Hills Correctional Facility 247 Harris Road Bedford Hills, NY 10507-2499 (914) 241-3100	Gowanda Correctional Facility P.O. Box 350, South Road Gowanda, NY 14070-0350 (716) 532-0177	Ogdensburg Correctional Facility One Correction Way Ogdensburg, NY 13669-2288 (315) 393-0281	Watertown Correctional Facility 23147 Swan Road Watertown, NY 13601-9340 (315) 782-7490
Butler Correctional Facility P.O. Box 400 Red Creek, NY 13143 (315) 754-8001	*Great Meadow Correctional Facility Box 51 Comstock, NY 12821 (518) 639-5516	Orleans Correctional Facility 35-31 Gaines Basin Road Albion, NY 14411 (585) 589-6820	*Wende Correctional Facility P.O. Box 1187 Alden, NY 14004-1187 (716) 937-4000
Cape Vincent Correctional Facility Box 599 Cape Vincent, NY 13618 (315) 654-4100	*Green Haven Correctional Facility Route 216 Stormville, NY 12582 (845) 221-2711	Otisville Correctional Facility Box 8 Otisville, NY 10963-0008 (845) 386-1490	Willard Drug Treatment Center P.O. Box 303 Willard, NY 14588 (607) 869-5500
Cayuga Correctional Facility P.O. Box 1150 Moravia, NY 13118 (315) 497-1110	Greene Correctional Facility P.O. Box 8 Coxsackie, NY 12051-0008 (518) 731-2741	Queensboro Correctional Facility 47-04 Van Dam Street Long Island City, NY 11101-3081 (718) 361-8920	*Woodbourne Correctional Facility Riverside Drive Woodbourne, NY 12788 (845) 434-7730
Chateaugay ASAT P.O. Box 320 Chateaugay, NY 12920 (518) 497-3300	*Groveland Correctional Facility Route 36, Sonyea Road Sonyea, NY 14556-0001 (585) 658-2871	Riverview Correctional Facility P.O. Box 158 Ogdensburg, NY 13669 (315) 393-8400	Wyoming Correctional Facility P.O. Box 501 Attica, NY 14011 (585) 591-1010
*Clinton Correctional Facility P.O. Box 2000 Dannemora, NY 12929 (518) 492-2511	Hale Creek ASACTC 279 Maloney Road Johnstown, NY 12095 (518) 736-2094	Rochester Correctional Facility 470 Ford Street Rochester, NY 14608-2499 (585) 454-2280	
*Collins Correctional Facility P.O. Box 490 Collins, NY 14034-0490 (716) 532-4588	Hudson Correctional Facility Box 576 Hudson, NY 12534-0576 (518) 828-4311	*Shawangunk Correctional Facility P.O. Box 750 Wallkill, NY 12589-0750 (845) 895-2081	
*Coxsackie Correctional Facility Box 200 West Coxsackie, NY 12051-0200 (518) 731-2781	Lakeview Shock Incarceration Correctional Facility P.O. Box T Brocton, NY 14716 (716) 792-7100		

*\*Indicates site for Mental Health Satellite Unit of Office of Mental Health.*

**NEW YORK STATE DEPARTMENT OF HEALTH****MAIL THE COMPLETED APPLICATION TO THE HOSPITAL OR VETERANS HOME WHERE YOU WISH TO BE EMPLOYED.**

Helen Hayes Hospital  
Route 9W  
West Haverstraw, NY 10993  
(845)786-4000  
Attention: Human Resources Department

New York State Veterans Home at Montrose  
2090 Albany Post Road  
Montrose, NY 10548-1454  
(914) 788-6000  
Attention: Human Resources Department

New York State Veterans Home at St. Albans  
178-50 Linden Blvd  
Jamaica, NY 11434-1467  
(718) 481-6268  
Attention: Human Resources Department

New York State Veterans Home at Batavia  
220 Richmond Avenue  
Batavia, NY 14020  
(585) 345-2000  
Attention: Human Resources Department

New York State Veterans Home at Oxford  
4211 State Highway 220  
Oxford, NY 13830-4305  
(607) 843-3121  
Attention: Human Resources Department

**NEW YORK STATE EDUCATION DEPARTMENT****MAIL THE COMPLETED APPLICATION TO THE SCHOOL WHERE YOU WISH TO BE EMPLOYED:**

NYS School For The Blind  
2A Richmond Avenue  
Batavia, NY 14020  
(585) 343-5384

NYS School For The Deaf  
401 Turin Street  
Rome, NY 13440  
(315) 337-8400

**INFORMATION FOR CANDIDATES**

**NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER:** It is the policy of the state of New York to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

**ELIGIBILITY FOR EMPLOYMENT:** You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

**REASONABLE ACCOMMODATIONS IN TESTING:** It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487 [press 2, then press 2]. Outside of the Albany area, call toll free at 1-877-697-5627 [press 2, then press 2]. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

**NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS:** However, you must be eligible for employment in the United States.

**CONTINUOUS RECRUITMENT/ELIGIBLE LISTS:** Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for two years. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.