



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
20-975 Nurse 3 (Correctional Services)	20
20-838 Nurse 3 (Geriatric)	20
20-839 Nurse 3 (Psychiatric)	20
20-840 Nurse 3 (Psychiatric - Manual Communications)	20
20-841 Nurse 3 (Psychiatric - Spanish Language)	20
20-842 Nurse 3 (Rehabilitation)	20

Upstate Counties with Salary Enhancements

Location	Beginning Salary	Job Rate
<i>Statewide (No Salary Enhancements)</i>	\$56,813	\$72,076
<i>Oxford Veterans Home</i>	\$61,313	\$76,576
<i>Columbia and Greene Counties</i>	\$63,813	\$79,076
<i>Monroe County</i>	\$64,813	\$80,076
<i>Broome and Chemung Counties</i>	\$67,301	\$76,576
<i>Sullivan and Ulster Counties</i>	\$69,684	\$84,947
<i>Dutchess and Orange Counties</i>	\$71,197	\$86,460
<i>Putnam County</i>	\$74,668	\$86,460
<i>Bedford Hills Correctional Facility</i>	\$72,710	\$87,973
<i>Fishkill Correctional Facility</i>	\$71,197	\$86,460

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>Helen Hayes Hospital</i>	\$72,710	\$87,973
<i>SUNY Stony Brook</i>	\$72,710	\$87,973
<i>Bronx, Kings, Nassau, New York, Queens, Richmond, Rockland, Suffolk, and Westchester Counties</i>	\$76,181	\$87,973

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: Over half of the positions are located in facilities operated by the Office of Mental Health (OMH). Other agencies utilizing these positions are the Department of Corrections and Community Supervision (DOCCS), State University of New York (SUNY), Office of Alcoholism and Substance Abuse Services (OASAS), and Department of Health (DOH). 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 3 (Correctional Services)**, you would administer training related to providing quality health care to the patient inmate population and coordinate with other direct care staff and Department of Corrections and Community Supervision's main office to develop department policies and procedures. As a **Nurse 3 (Geriatric)**, you would administer training related to providing quality health care to the geriatric patient population and coordinate with other direct care staff, Veterans' Homes, and the Department of Health to develop department policies and procedures. As a **Nurse 3 (Psychiatric)**, you would be expected to provide direct nursing care to patients with the most severe or complicated psychiatric, chemical dependency, and/or medical problems and act as a consultant, teacher and resource person to lower-level nurses and other direct care staff. As a **Nurse 3 (Rehabilitation)**, you would provide direct nursing care to patients in the Special Care, Cardiac and Respiratory Care Units. As a consultant/teacher you would demonstrate and teach all aspects of cardiac, respiratory and rehabilitation nursing. **Nurse 3 (Psychiatric)** and **Nurse 3 (Rehabilitation)** are expected to operate with a considerable degree of independence and use professional judgment in solving all but the most difficult nursing care problems.

MINIMUM QUALIFICATIONS: On or before the date of filing application:

For Examination No. 20-975 Nurse 3 (Correctional Services): you must be **licensed and currently registered to practice nursing in New York State** and have a bachelor's degree in education, health education, nursing, public health, epidemiology, or biological sciences **and** two years of full-time post-RN licensure clinical nursing experience, **and** six months of experience training nursing staff. **Substitution:** a master's degree in education, health education, or nursing may be substituted for one year of the post-RN clinical nursing experience.

For Examination No. 20-838, Nurse 3 (Geriatric): you must be **licensed and currently registered to practice nursing in New York State** and have one of the following: a diploma degree in nursing **and** 30 college credits beyond the basic RN program toward the completion of a bachelor's degree in nursing **and** Gerontological Nurse Certification (ANCC) **and** two years of full-time post-RN licensure clinical nursing experience working with a geriatric population; **OR** an associate's degree in nursing **and** 30 college credits beyond the associate's degree toward the completion of a bachelor's degree in nursing **and** Gerontological Nurse Certification (ANCC) **and** two years of full-time post-RN licensure clinical nursing experience working with a geriatric population; **OR** a bachelor's degree in nursing or health-related area **and** two years of full-time post-RN licensure clinical nursing experience working with a geriatric population; **OR** a master's degree in nursing **and** one year of full-time post-RN licensure clinical nursing experience working with a geriatric population.

MINIMUM QUALIFICATIONS: (Continued)

For Examination Nos. 20-839, 20-840, and 20-841, Nurse 3 (Psychiatric) and (Language Parenthetics): you must be **licensed and currently registered to practice nursing in New York State** and have a bachelor's degree in nursing OR present a notarized letter from the registrar as proof of status as a matriculated senior in a baccalaureate nursing program (you must obtain your degree within one year of the date of appointment or action will be taken to remove you from the position), **AND** have two years of full-time post-RN licensure clinical nursing experience with individuals, at least 50% of whom have been diagnosed with mental illness, alcoholism, or chemical dependency; **OR** a master's degree or Doctorate in nursing **and** one year of full-time post-RN licensure clinical nursing experience.

For Examination No. 20-842, Nurse 3 (Rehabilitation): you must be **licensed and currently registered to practice nursing in New York State** and have a bachelor's degree in nursing OR Certification in ALL the following: Arrhythmia; I.V.; Defibrillation; and Advanced Cardiac Life Support (ACLS), PLUS ONE of the following: Certified Rehabilitation Registered Nurse; or Critical Care Registered Nurse; or 30 additional college credits toward the completion of a bachelor's degree in nursing **AND** have four years of full-time post-RN licensure clinical nursing experience in an acute care or acute rehabilitation setting; **OR** a master's degree in nursing **and** three years 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, 2nd 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.
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 lost the ability to bill through Medicare and Medicaid, you may be terminated from your employment.
9. Your degree or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at <http://www.cs.ny.gov/jobseekers/degrees.cfm>. You must pay the required evaluation fee.

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. Therefore, the agencies listed will accept applications at any time and will rate the education and experience of qualified applicants whenever additional eligibles are needed. Applications received after a rating is completed will be retained for the next 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 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 on the following pages. **Do not send application 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 Albany Human Resources Administration UAB 300 1400 Washington Avenue Albany, NY 12222	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 Binghamton P.O. Box 6000 Binghamton, NY 13902-6000	SUNY College at Cortland P.O. Box 2000 Cortland, NY 13045	SUNY College at Potsdam 44 Pierrepont Avenue Potsdam, NY 13676
Long Island State Veterans Home Human Resources Department 100 Patriots Road Stony Brook, NY 11790	State University of New York at Buffalo 120 Crofts Hall Amherst Campus Buffalo, NY 14260-7022	SUNY College at Fredonia 510 Maytum Hall Fredonia, NY 14063	SUNY College at Purchase Box 337 Purchase, NY 10577-1400
NYS College of Ceramics at Alfred University 2 Pine Street Alfred, NY 14802	State University of New York at Stony Brook 390 Administration Building Human Resources Department Stony Brook, NY 11794-0751	SUNY College at Geneseo Geneseo, NY 14454	SUNY Health Science Center at Brooklyn 450 Clarkson Avenue Brooklyn, NY 11203
State University College of Agriculture and Technology at Cobleskill Cobleskill, NY 12043	State University of New York University Hospital Human Resources Dept. 3 Technology Drive, Suite 100 East Setauket, NY 11733-9300	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 Agriculture and Technology at Morrisville Morrisville, NY 13408-0901	SUNY College at Brockport Allen Administration Building 350 New Campus Drive Brockport, NY 14420-2929	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 College of Technology at Canton Canton, NY 13617		SUNY College at Oneonta Oneonta, NY 13820-4015	
State University College of Technology at Farmingdale Melville Road Farmingdale, NY 11735		SUNY College at Oswego 410 Culklin Hall Oswego, NY 13126	SUNY Maritime College 6 Pennyfield Ave, Fort Schuyler Bronx, NY 10465

NEW YORK STATE DEPARTMENT OF HEALTH

MAIL THE COMPLETED APPLICATION TO THE HOSPITAL OR VETERAN 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 OFFICE OF ALCOHOLISM AND SUBSTANCE ABUSE SERVICES

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

NYS Office of Alcoholism & Substance Abuse Services
Bureau of Human Resources Management
1450 Western Avenue
Albany, NY 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	McPike Addiction Treatment Center 1213 Court Street Utica, NY 13502 (315) 738-4600	South Beach Addiction Treatment Center South Beach Psychiatric Center Building 3 777 Seaview Avenue Staten Island, NY 10305-3499 (718) 667-5202
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	Richard C. Ward Addiction Treatment Center Suite No. 12/16, Building 92 117 Seward Avenue Middletown, NY 10940 (845) 341-2500	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	Russell E. Blaisdell Addiction Treatment Center Rockland Psychiatric Center Box 140 Orangeburg, NY 10962-1129 (845) 359-8500	
	M. A. Stutzman Addiction Treatment Center 360 Forest Avenue Buffalo, NY 14213-1205 (716) 882-4900		

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**

Bedford Hills Correctional Facility
247 Harris Road
Bedford Hills, NY 10507-2499
(914) 241-3100

Fishkill Correctional Facility
Box 307
Beacon, NY 12508
(845) 831-4800

Mohawk Correctional Facility
P.O. Box 470
6100 School Road
Rome, NY 13440
(315) 339-5232

Wende Correctional Facility
P.O. Box 1187
Alden, NY 14004-1187
(716) 937-4000

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

Greater Binghamton Health Center
425 Robinson Street
Binghamton, NY 13901
(607) 724-1391

Nathan S. Kline Institute for Psychiatric Research
140 Old Orangeburg Road
Orangeburg, NY 10962
(845) 398-5500

Rockland Children's Psychiatric Center
2 First Avenue
Orangeburg, NY 10962
(845) 359-7400

Bronx Psychiatric Center
1500 Waters Place
Bronx, NY 10461
(718) 931-0600

Hutchings Psychiatric Center
187 Northern Concourse
N. Syracuse, NY 13212
(315) 426-3600

New York City Children's Center*
Attn: Recruitment Unit – Bronx Campus
1000 Waters Place
Bronx, NY 10461
(718) 239-3639

Rockland Psychiatric Center
140 Old Orangeburg Road
Orangeburg, NY 10962
(845) 359-1000

Buffalo Psychiatric Center
400 Forest Avenue
Buffalo, NY 14213
(716) 885-2261

Kingsboro Psychiatric Center
681 Clarkson Avenue
Brooklyn, NY 11203
(718) 221-7700

*Employment opportunities exist at the Bronx Campus, Brooklyn Campus (1819 Bergen Street, Brooklyn, NY 11233), and Queens Campus (74-03 Commonwealth Boulevard, Bellerose, NY 11426). Please note on your application with your exam title the campus(es) you wish to work.

Sagamore Children's Psychiatric Center
197 Half Hollow Road
Dix Hills, NY 11746
(631) 673-7700

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

NYS Psychiatric Institute
1051 Riverside Drive
New York, NY 10032
(212) 543-5000

South Beach Psychiatric Center
777 Seaview Avenue
Staten Island, NY 10305
(718) 667-2300

Central New York Psychiatric Center
P.O. 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

Pilgrim Psychiatric Center
998 Crooked Hill Road
West Brentwood, NY 11717-1087
(631) 761-3500

St. Lawrence Psychiatric Center
1 Chimney Point Drive
Ogdensburg, NY 13669
(315) 541-2001

Creedmoor Psychiatric Center
79-25 Winchester Boulevard
Queens Village, NY 11427
(718) 464-7500

Mid-Hudson Psychiatric Center
P.O. Box 158, Route 17M
New Hampton, NY 10958
(845) 374-3171

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

Elmira Psychiatric Center
100 Washington Street
Elmira, NY 14901-2898
(607) 737-4711

Mohawk Valley Psychiatric Center
1400 Noyes at York
Utica, NY 13502

NEW YORK STATE OFFICE OF MENTAL HEALTH SATELLITE UNITS LOCATED IN CORRECTIONAL FACILITIES

TO APPLY TO MENTAL HEALTH SATELLITE UNITS LOCATED IN THE CORRECTIONAL FACILITIES LISTED BELOW, 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**

Albion Correctional Facility
3595 State School Road
Albion, NY 14411
(585) 589-5511

Coxsackie Correctional Facility
Box 200
West Coxsackie, NY 12051-0200
(518) 731-2781

Five Points C. F.
Caller Box 400
Romulus, NY 14541
(607) 869-5111

Shawangunk Correctional Facility
P.O. Box 750
Wallkill, NY 12589-0750
(845) 895-2081

Attica Correctional Facility
Box 149
Attica, NY 14011-0149
(585) 591-2000

Downstate Correctional Facility
P.O. Box 445
Fishkill, NY 12524-0445
(845) 831-6600

Great Meadow Correctional Facility
Box 51
Comstock, NY 12821
(518) 639-5516

Sing Sing Correctional Facility
354 Hunter Street
Ossining, NY 10562-5442
(914) 941-0108

Auburn Correctional Facility
135 State Street
Auburn, NY 13021
(315) 253-8401

Eastern New York Correctional Facility
Box 338
Napanoch, NY 12458-0338
(845) 647-7400

Green Haven Correctional Facility
Route 216
Stormville, NY 12582
(845) 221-2711

Sullivan Correctional Facility
Box 116
Fallsburg, NY 12733-0116
(845) 434-2080

Bedford Hills Correctional Facility
247 Harris Road
Bedford Hills, NY 10507-2499
(914) 241-3100

Elmira Correctional Facility
Box 500
Elmira, NY 14902-0500
(607) 734-3901

Groveland Correctional Facility
Route 36, Sonyea Road
Sonyea, NY 14556-0001
(585) 658-2871

Upstate Correctional Facility
P.O. Box 2000
Malone, NY 12953
(518) 483-6997

Clinton Correctional Facility
P.O. Box 2000
Dannemora, NY 12929
(518) 492-2511

Fishkill Correctional Facility
Box 307
Beacon, NY 12508
(845) 831-4800

Mid-State Correctional Facility
P.O. Box 216
Marcy, NY 13403-0216
(315) 768-8581

Wende Correctional Facility
P.O. Box 1187
Alden, NY 14004-1187
(716) 937-4000

Collins Correctional Facility
P.O. Box 490
Collins, NY 14034-0490
(716) 532-4588

Mohawk Correctional Facility
P.O. Box 8450
6100 School Road
Rome, NY 13440
(315) 339-5232

Woodbourne Correctional Facility
Riverside Drive
Woodbourne, NY 12788
(845) 434-7730

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, 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.