

PLEASE POST CONSPICUOUSLY

MADISON COUNTY PERSONNEL/CIVIL SERVICE
COUNTY OFFICE BUILDING
WAMPSVILLE, NEW YORK

NO. 62381
OPEN COMPETITIVE
ATHLETIC TRAINER

DATE OF EXAMINATION:

Submission of Training and Experience Questionnaire
December 1 – 31, 2013

APPLICATIONS ACCEPTED UNTIL

November 13, 2013

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY APPLICATION DEADLINE
A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE
MUST ACCOMPANY EACH APPLICATION
\$15.00 MONEY ORDER ONLY – PAYABLE TO MADISON COUNTY TREASURER
Since application fees are non-refundable, you are urged to carefully compare
your qualifications with the requirements for admission and file only for those
examinations for which you are clearly qualified.

SALARY: \$29,000/yr. (2013 rate)

VACANCIES: The eligible list established as a result of this examination will be used to fill present and future vacancies as they occur in the Cazenovia School District.

RESIDENCY: There are no residency requirements to take this examination. Preference in certification may be given to successful candidates who have been legal residents of Madison County for at least one month prior to the date of certification.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting coaches in the development and presentation of first aid training and implementation and providing instruction to athletes on the prevention of injuries. An employee in this class is responsible for rendering first aid, including cardiopulmonary resuscitation (CPR) or other emergency measures when needed due to athletic injuries. The incumbent maintains and administers prescribed rehabilitation and treatment programs. The work is performed under the direct supervision of the Coordinator of Athletics and Communications with leeway allowed for the exercise of independent judgment. An employee in this class typically does not exercise supervision. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited New York State registered college or university with a bachelor's degree in physical education, health, recreation, sports medicine, athletic training or a related field.

SPECIAL REQUIREMENT: Possession of a National Athletic Trainers Certificate from the National Athletic Trainers Association or completion of a course of study comparable to that required for certification by the National Athletic Trainers Association at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: 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.

SUBJECTS OF 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 **Madison County Personnel/Civil Service Department** on or before the **last filing date of November 13, 2013.**

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 December 1** and **approved** candidates will be required to **complete and submit this questionnaire between December 1, and midnight December 31, 2013.***

NOTE: Candidates will not be able to claim any credit for training or experience gained after the **application filing deadline of November 13, 2013.**

Candidates who fail to submit a questionnaire by midnight, December 31, 2013*, will not receive a rating.

APPLICATIONS: May be obtained and must be filed in the Madison County Personnel/Civil Service Department, County Office Building, PO Box 636, Wampsville, NY 13163. Phone (315) 366-2341. Applications can also be downloaded at the Personnel Department's website <http://www.madisoncounty.ny.gov/>. Applications must be received or postmarked no later than 5:00 p.m. on the last filing date.

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 on the Examination Announcement.** You may call/write the Madison County Personnel/Civil Service Department, P.O. Box 636, Wampsville, NY 13163; (315)366-2341 or you can download the form from the Madison County Personnel Department’s website www.madisoncounty.ny.gov.

ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF DEPUTY SHERIFFS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: In conformance with section 85-a of the Civil Service Law, children of deputy sheriffs 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 deputy sheriff 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.

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 dates 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.

Candidates currently in the armed forces may 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.

BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER ON YOUR APPLICATION WHEN YOU FILE.

ISSUED: October 18, 2013

Eileen M. Zehr
Madison County
Personnel Officer

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER