BROOME COUNTY DEPARTMENT OF PERSONNEL
THIRD FLOOR, COUNTY OFFICE BUILDING, 44 HAWLEY STREET
GOVERNMENTAL PLAZA, PO BOX 1766
BINGHAMTON, NEW YORK 13902
AN EQUAL OPPORTUNITY EMPLOYER

TRAINING AND EXPERIENCE
OPEN COMPETITIVE EXAMINATION FOR

CLINICAL LABORATORY TECHNOLOGIST

Exam Number: 20-229

EXAMINATION DATE: February 29, 2020

LAST DATE TO FILE APPLICATION WITH PROCESSING FEE OR WAIVER*: January 8, 2020

EVALUATION OF TRAINING AND EXPERIENCE ONLY

Processing fee: Twenty dollar **($20.00)** non-refundable check or money order is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. The required processing fee must accompany your examination application. **Credit cards, checks, or money orders payable to the Broome County Office of Management and Budget will be accepted.** Please be sure to include applicant's name and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

IF YOUR APPLICATION IS DISAPPROVED, THE FEE WILL NOT BE REFUNDED. Compare your qualifications carefully with the requirements specified on this announcement and file only for those examinations for which you are clearly qualified. Be specific when completing the application; include all pertinent information including credit hours if applicable. Work experience must be paid unless otherwise specified. Part-time experience will be prorated.

*Only applications which are post-marked on or before the last date to file will be accepted. All interdepartmental mail must be received by the close of business on the last date to file. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

It is the responsibility of the candidate to notify the Broome County Department of Personnel of any change in name or address. No attempt will be made to locate candidates who have moved. The candidate change of information form is available at www.gobroomecounty.com/personnel/forms.

Admission notices will be mailed to all approved candidates approximately 8 days before the examination. If you do not receive your notice by the Tuesday before the examination, please call 778-2222.

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. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or on line at** www.gobroomecounty.com**.**

MINIMUM SALARY	VACANCIES	LOCATION OF WORK
$29.2772/hour	Anticipated	Broome County Department of Public Health

Eligible list: The eligible list established as a result of this examination will be used to fill vacancies as they occur in all Broome County departments, towns, villages, school districts and special districts under the jurisdiction of the Broome County Personnel Officer.

Residency: There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who, at the time of examination, are legal residents of the locality in which appointment is to be made. For appointment within Broome County departments, preference **will** be given to candidates who are residents of Broome County at the time of examination except as stated in Resolution 07-84.

DUTIES: This is a technical position which exists at the Broome County Health Department and involves the performance of clinical laboratory tests on specimens of human tissue and body fluids. This data is obtained for use in the diagnosis and treatment of disease. An employee in this class supervises the work of Medical Laboratory Technicians. There is considerable responsibility for the correct and accurate performance of tests and recording of results. Mistakes can result in inaccurate analysis, reporting of test results, diagnosis and treatment. Performs related duties as required.

MINIMUM QUALIFICATIONS: (Sec.58-1.4 of Title 10 of NYS Public Health Law)

Licensure and current registration as a Clinical Laboratory Technologist in New York State and six (6) years of post-qualifying laboratory experience, two (2) of which must have been in the designated laboratory specialty in a clinical laboratory* having a director at a doctoral level.

*Note: Clinical laboratory shall be part of a hospital, health department, university, medical research institution, or other institution or other institution which provides equivalent training.

SUBJECT OF EXAMINATION:

There will be an evaluation of your training and experience which you must pass in order to be considered for appointment. You are, therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your **summary of training** include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.

In your **summary of experience**, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

Rating: This written examination 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 this test.

Special Requirement for Appointment in School Districts and 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.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

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 the Department of Personnel 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."

General Information/Instructions: A copy of the general instructions may be obtained upon request to the Broome County Department of Personnel or from our website at www.gobroomecounty.com.