

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**

Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: April 2, 2012
NO: M12-12

CLASSIFICATION TITLE
STAFF NURSE II
(Canton City Health Department)

SALARY RANGE
\$43,419 - \$60,787

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Application may be mailed or brought to the office, making sure that all necessary documentation is included. Application, clear copy of current Ohio Nursing License and clear copy of valid State of Ohio Driver's License required with completed application and must be on file no later than **Monday, April 23, 2012 at 4:30 p.m.**

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, Ohio

SCOPE: The examination will consist of an oral interview approximately 15 minutes in length. The interview will measure communication skills, education level, general knowledge, and nursing knowledge.

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicants must possess a current, valid Ohio Driver's License and must be a registered nurse with a current Ohio Nursing License and may be required to take a physical examination by a licensed physician.

ACCEPTABLE TRAINING & EXPERIENCE

Graduate of an accredited school of professional nursing with an R.N. Degree. Registered to practice nursing in Ohio or eligible for and prompt completion of registration after appointment.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

Having knowledge of current Ohio State Laws affecting nursing practice. Have a working knowledge of pertinent laws of the Ohio Revised Code, Canton City Code and Canton City Health Code. Have knowledge of the health department organization, practices and responsibilities; knowledge of socio-economic factors and be alert to health problems arising from these factors. Must have expertise in performing nursing procedures. Have knowledge of principles, practices and objectives of public health nursing. Have a fundamental knowledge of epidemiological investigative methods.

DISTINGUISHING FEATURES OF THE CLASS

The Staff Nurse II is responsible for the nursing care of a patient which includes the formulation of plans for nursing care, together with implementation and the evaluation of nursing care. Nursing care of the patients requires the Staff Nurse II to exercise substantial judgment and specialized skills based on knowledge and application of scientific principles learned in an approved school of professional nursing.

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list and preference will be given in accordance with your final rating. Once this list has been established, your name will remain on the list for a period of two years.

****IMPORTANT NOTICE TO VETERANS****

Upon receiving a passing score, a twenty percent (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who has completed more than 180 days of active duty service. (O.R.C. 124.23C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE (DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

ADMITTANCE TO EXAMINATION

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver's License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any non-merit factor.

DUTIES

Under the general supervision of the Chief Nurse, Health Commissioner and/or Director of Medical Services, a person in this class performs generalized public health nursing activities in health clinics and a specific geographic area of the Canton City Health District. Work involves assisting in planning and implementation of nursing activities within an assigned area. The employee receives periodic review and appraisal of performance plus functional and administrative supervision from the Chief Nurse. She/he must exercise a good deal of independent judgment in performance of duties. Examples of work include: gives and arranges for, teaches or supervises nursing services to individuals, families and groups; carries out nursing skills contributing to treatment and rehabilitation; plans for coordinated nursing service for individuals and families under her care; appraises and intercedes in individual and family health needs and hazards – existing or potential; provides health counseling, including emotional support to individuals, families and groups; consults with and refers families to appropriate personnel within the agency, school or other community services; carries out diagnostic and preventive procedures and administers treatments under medical direction; maintains adequate records of nursing activities and statistics and assists in the same activities for the division; carries out epidemiologic studies and maintains records and statistics of communicable diseases; performs other duties as necessary.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator**