



**Office of Personnel and Civil Service  
Exam Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Shaun Gilliland  
Chairman of the Board

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**TITLE:** **WIC PROGRAM NUTRITIONIST #63-044010**

**SALARY:** \$26.73/HR.  
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

**LOCATION:** Essex County Public Health/WIC, Elizabethtown

**BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement and 35 Hour work weeks (Monday-Friday).

**JOB SUMMARY:** This position exists in the County Health Department and involves responsibility for administering the nutrition components of the WIC program, a supplemental food and nutritional education program for women, infants and children who are low income and at nutritional risk due to medical problems or inadequate dietary intake. The position involves assessment of nutritional needs of clients, planning for the provision of a food package and counseling appropriate to the individual's physical, medical and emotional needs, and providing nutrition education to adequately meet their regular and therapeutic needs. The work is performed under the general supervision of the WIC Program Coordinator with leeway allowed for the exercise of independent judgment in carrying out the professional nutrition details of the job. Supervision is exercised over the work of WIC Nutrition Aides and other staff involved with nutritional aspects of the program. The incumbent does related work as required.

**Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).**

**MINIMUM QUALIFICATIONS: Either:**

- (a) Possession of a Bachelor's Degree in Nutritional Sciences, Community Nutrition, Clinical or Human Nutrition, Dietetics, Foods and Nutrition, or Public Health Nutrition; or
- (b) Completion of a Dietetic Internship in an institution approved by the American Dietetic Association and either be currently registered or eligible for registration by the American Dietetic Association.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:** Certain assignments made to employees in the class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

(OVER)



Essex County Dept. of Personnel & Civil Service  
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932

 [essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)  518.873.3360

**Essex County is an Equal Opportunity Employer**

**Posting Date:** February 21<sup>st</sup>, 2025

**Application & Fee Deadline:** April 11<sup>th</sup>, 2025

**Exam Date:** May 17<sup>th</sup>, 2025

**Scopes / Subjects of examination: A test designed to evaluate knowledge, skills and /or abilities in the following areas.**

**Educating and interacting with the public**

These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

**Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**Basic nutrition and dietetics**

These questions test for knowledge of basic nutrition and dietetics, including such areas as the nutritional value of foods, nutritional needs of client populations, balanced diets, foods and their relationship to health, and food purchasing and preparation.

**Providing services to women, infants and children**

These questions test for knowledge of the special needs of the WIC program service population. Topics may include maternal and pediatric nutrition; breastfeeding and its relationship to the health, nutrition, and development of the infant; and common nutritional problems of low-income women, infants, and children up to age 5.

**Supervision and training**

These questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisory questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods, and evaluating the effectiveness of training.

**Test guide:** The New York State Department of Civil Service has **not** prepared a test guide for this examination. However, candidates may find information in the publication '*General Guide to Written Tests*' helpful in preparing for this test. This publication is available online at:

<https://www.cs.ny.gov/testing/testguides.cfm>.

**USE OF CALCULATORS IS ALLOWED**

**(OVER)**



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The New York State Department of Civil Service collects demographic information using a Bio Data Research Questionnaire. The questionnaire collects information, on a ***voluntary basis***, about an exam candidates' gender, ethnicity, race, language, disability status, veteran status, and LGBTQ+ identity. The data collected is used to study the Department of Civil Service examination program. Above is the QR code to scan and help collect demographic information about Essex County exam candidates.

## GENERAL INSTRUCTIONS

1. Each candidate must execute an application form and file it with the Essex County Department of Personnel and Civil Service, Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, New York, 12932. Applications should be filed as soon as possible after the announcement of the examination. In writing for application form or information, SPECIFY BY EXAMINATION NUMBER AND TITLE the position for which you wish to apply. Before filing your application, BE SURE EVERY QUESTION IS ANSWERED. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.

2. Accepted candidates will be notified when and where to appear for examination. None will be admitted to the examination without the official admittance letter. If an application is rejected, due notice will be sent. The department does not make formal acknowledgment of the receipt of an application. If you fail to receive an admission letter at least seven days prior to the examination date, you should contact the Essex County Department of Personnel and Civil Service immediately.

3. There may be restrictions on employment for those who are under 18.

4. There are no residence requirements for taking the examination. Appointing authorities may give preference to legal residents of their jurisdiction.

5. 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 credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to 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 veterans credits.

6. VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they are qualified for appointment. In addition to meeting specific requirements, candidates must be of good moral character and habits.

7. When the 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 provision of the New York State Civil Service Rules and Regulations dealing with the rating and review of examinations apply.

8. Eligible Lists will be established in the order of final rating for successful candidates and will be established for a period of one year unless exhausted prior to that date. Lists may be extended by the Personnel Director not to exceed four years.

9. RETIREMENT SYSTEM: It is mandatory that persons appointed to full-time positions in a political subdivision participating in the New York State Employees' Retirement System, join the system on appointment. For other employees, membership is optional.

10. SATURDAY SABBATH OBSERVERS - DISABLED PERSONS: If special arrangements for testing are required, indicate this on your application form.

11. RECEIPT OF APPLICATIONS: If you submit an application to the Department of Personnel and Civil Service other than by personal delivery to this office, this office will not be responsible for the arrival of the application. Therefore, you should contact this office on or before the final date for filing to determine whether or not your application has been received.

12. USE OF CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar, or battery powered calculators. Devices with typewriter keyboards, 'Spell Checkers', 'Personal Digital Assistants', 'Address Books', 'Language Translators', 'Dictionaries', or any similar devices are prohibited.

13. FOR NON-CITIZENS: At the time of appointment, you must be a legal alien authorized to accept employment in the United States and you must maintain such status throughout the term of your employment with Essex County.

14. COLLEGE TRANSCRIPT: A copy of your college transcript will be required with the official application when applying for any civil service examinations requiring a degree.

15. DRUG-FREE WORKPLACE POLICY: All persons seeking employment with Essex County shall be required to submit to drug and alcohol screening and testing, as well as a pre-employment physical.

16. 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 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.

**APPLICATION FEE:** A fee of \$15 is required for each separate examination for which you apply. The required fee must accompany your application. Your check or money order must be made payable to Essex County Treasurer and have the examination number(s) and your Social Security Number on it. **CASH WILL BE ACCEPTED.** You are urged to compare your qualifications carefully with the Minimum Qualifications and residency requirements for each exam and file only for those for which you are clearly qualified. If you do qualify to take the exam, but fail to participate in the exam, the filing fee will **NOT** be refunded. If you **DO NOT** qualify to take the exam the filing fee will **NOT** be refunded. Should you submit a personal check for payment of the application fee, and such check is returned by the bank prior to the date of examination, you will not be admitted to the examination. Should your check fail to clear the bank prior to the examination date and be returned for insufficient funds after you have sat for the examination, the Local Examination Division will be so notified, and a score will not be given to your examination. *For any checks returned, you will be charged \$15.00 payable to Essex County Treasurer.*

**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. *Waiver Request Forms available in the Essex County Dept. of Personnel*

**ALTERNATE TEST DATE POLICY:** Essex County has an Alternate Test Date Policy which allows a candidate to participate in the examination other than the set examination date. The alternate test date must be set during the week following the examination date. At no time can an examination be set later than one week following the examination unless New York State Civil Service approval is given. If you are unable to take the exam on the set exam date, contact this office for information regarding the policy. For emergency situations which may occur on the exam date, you must contact the Essex County Department of Personnel and Civil Service no later than the Monday following the exam by 4 o'clock p.m. Make-up of Civil Service Examinations by Military Personnel - Pursuant to Conditions S.243.b of the Military Law.

**CONFLICTING EXAMS:** If you have applied for any other Civil Service examination for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date. Be sure to notify your local civil service agency that you have made arrangements to take your examination(s) at the State site, so they do not mark you absent for their examination.

If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination, call (518) 873-3360 or write to Essex County Department of Personnel and Civil Service, Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932.

*Essex County is in compliance with American Disability Act requirements.*