



# ERIE COUNTY CIVIL SERVICE OPPORTUNITIES

**APPLICATIONS ACCEPTED CONTINUOUSLY**  
ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to our internet address at: [www.erie.gov](http://www.erie.gov)*

A NON-REFUNDABLE \$15.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION  
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)

## PHYSICIAN'S ASSISTANT

NO. 41-079

SALARIES VARY

**NOTICE:** Erie County no longer maintains a file of applicant transcripts. Exam applicants must be prepared to provide documentation of educational qualifications (transcript, diploma, etc.) to the hiring agency prior to appointment. Documentation may also be submitted with the exam application.

**RESIDENCE REQUIREMENTS:** THERE ARE NO RESIDENCE REQUIREMENTS FOR THIS EXAMINATION. The eligible list resulting from this examination will be used to fill full and part-time positions in school districts as well as at Erie County Medical Center Corporation.

Preference in certification may be given to candidates who have been legal residents of the school district in which the vacancy occurs for at least four months immediately preceding the date of the written test and are legal residents of the same school district at the time of appointment. Salaries vary among the school districts.

If you pass the examination, your name will appear on the continuous eligible list for one year. After one year, your name will be removed from the list. You may apply for retest at six month intervals.

**MINIMUM QUALIFICATIONS:** Completion of a Physician's Assistant Training Program approved by the New York State Education Department or the American Medical Association or completion of the requirement for licensure by the New York State Department of Education as a Physician's Assistant and possession of registration at the time of appointment.

**DUTIES:** A *Physician's Assistant* provides patients with medical assistance and counseling on health-related problems as directed by the attending physician; takes and records or reviews and interprets the patient's medical and social history; performs physical examinations and assessments; obtains samples and specimens for appropriate laboratory analysis and reviews results; makes diagnoses and prescribes therapeutic regimens; provides first-aid and performs minor surgical procedures, treatment services, and other medical support roles under the supervision of a physician; screens patients to assess need for immediate care or referral to other health personnel; administers medication and drugs in accordance with established policies and procedures; conducts follow-up examinations of patients; writes orders for diagnostic studies, medications, and referrals to specialists; documents patients' charts and maintains detailed records of patient treatment.

A medical examination may be required before appointment.

**SUBJECT OF EXAMINATION:** The only subject of examination will be an evaluation of your training and experience. 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. 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.

**WHERE TO APPLY:** You must obtain Form P.O. 30X, "Erie County Application for Examination or Appointment" at the Erie County Civil Service Commission/Personnel Office web site located at [www.erie.gov](http://www.erie.gov). Click on "Civil Service Jobs". If you do not have internet access you may pick up an application form at the Erie County Personnel Department, 95 Franklin Street, Room 604, Buffalo, New York 14202. Forms are also available at Buffalo and Erie County Public Libraries and at Town, Village and School District administrative offices.

Completed forms should then be returned to the Erie County Personnel Department. In addition, candidates must request their colleges to send transcripts to the Erie County Personnel Department or attach transcripts to your application. No applications will be evaluated until all the above information, including transcripts, is received.

**REISSUED: 2/13**

**MILITARY STATUS:** If you expect to enter military service, you may still compete in this examination and may be appointed or reinstated after you return home from active duty.

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

**VETERANS:** Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively, added to their earned scores if successful in the examination. You should claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits you may not claim them again. Children of firefighters or police officers killed in the line of duty may also be eligible for additional credit. Contact the Erie County Personnel Dept. for more information.

This examination is prepared by the New York State Department of Civil Service and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.

**\*\*\*IMPORTANT APPLICATION FEE – READ CAREFULLY\*\*\***

A \$15.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.