

# A D D E N D U M

## **ATHLETIC TRAINER, O.C. #60007-470**

### **The Place to File has changed:**

**PLACE TO FILE:** To get an application, come in or send a stamped, self-addressed envelope to: Genesee County Human Resources, County Building I, 15 Main Street, Batavia, NY 14020 or download from our website: [www.geneseeny.gov](http://www.geneseeny.gov). Phone 344-2550 x 2221

Applications mailed to us must be postmarked with a date no later than the last filing date indicated on this announcement.

**To apply online, please use the following link:** <https://genesee-county.docuware.cloud/DocuWare/Forms/application-with-exam?orgID=156f4fcb-907d-41d4-a2a4-ea0ced8838b5>

Online applications must be submitted no later than 5:00 p.m. on October 30, 2024.

All correspondence will be sent only to the address provided on the application for examination. It is your responsibility to inform the Genesee County Human Resources office of any change of address. Correspondence returned for incorrect address will not be forwarded. All address changes must be submitted to the Genesee County Human Resources office in writing.

### **THE RESIDENCY REQUIREMENTS HAVE BEEN CHANGED:**

CANDIDATES MUST BE LEGAL RESIDENTS OF GENESEE, ERIE, LIVINGSTON, MONROE, NIAGARA, ORLEANS OR WYOMING COUNTY AT THE TIME OF EXAMINATION AND FOR AT LEAST TWO MONTHS PRIOR TO THE DATE OF THE EXAMINATION. ELIGIBLE RESIDENTS OF A CIVIL DIVISION MAY BE GIVEN PREFERENCE IN APPOINTMENT TO VACANCIES IN THEIR AREA OF RESIDENCY.

GENESEE COUNTY HUMAN RESOURCES  
COUNTY BUILDING I, BATAVIA, NEW YORK

ANNOUNCES

AN OPEN COMPETITIVE EXAMINATION FOR:

**ATHLETIC TRAINER, O.C. #60007-470**

**SALARY:** \$46,000 per year (2024) at Pavilion Central Schools. Salaries may vary in Civil Divisions under the jurisdiction of Genesee County Civil Service.

**VACANCY:** Pavilion Central Schools has one (1) position currently held by a provisionally appointed employee, who may be appointed on a permanent basis if found reachable on a Civil Service list established as a result of this exam. This examination is also being held to establish an eligible list to fill future vacancies which may occur during the life of the eligible list.

An eligible may receive only one permanent appointment from this list. Once appointed, there will be a Probationary Period of 8-52 weeks where candidates will be evaluated based on performance of duties.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF GENESEE COUNTY FOR AT LEAST TWO (2) MONTHS PRIOR TO THE DATE OF THE WRITTEN EXAMINATION, AND MUST HAVE CONTINUED THEIR RESIDENCY THROUGH THE PERIOD LEADING TO THEIR INITIAL APPOINTMENT. RESIDENTS OF A CIVIL DIVISION MAY BE GIVEN PREFERENCE IN APPOINTMENT TO VACANCIES IN THEIR AREA OF RESIDENCY.

**LAST FILING DATE ----- OCTOBER 30, 2024**

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the Last Filing Date:

In accordance with New York Education Law, Title 8, Article 162, Section 8355, must possess and maintain licensure as an Athletic Trainer, **[PLEASE ATTACH A COPY OF YOUR LICENSE TO YOUR APPLICATION]**.

**Note:** You may file for this examination if you expect to complete the required licensure/certification by January 31, 2025. If successful on the examination, however, you will not be certified for appointment until you have submitted proof of possession of the required licensure/certificate to Genesee County Human Resources.

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CANDIDATES, PLEASE NOTE: It is vital that you submit, with your application, all information necessary to show your qualification for examination. APPLICATIONS WHICH DO NOT SHOW TRAINING AND/OR EXPERIENCE TO MEET MINIMUM QUALIFICATION WILL BE DISAPPROVED, AND WE WILL NOT REFER TO OTHER APPLICATION ON FILE FOR ADDITIONAL INFORMATION.

**NOTE – FILING FEES:** Genesee County Human Resources has temporarily waived the collection of examination fees for all candidates beginning with Civil Service examinations scheduled after June 1, 2022 through December 31, 2025.

**TYPICAL WORK ACTIVITIES:**

Establish and maintain an effective athletic training program for student athletes;  
Provide First Aid and injury assessment/treatment/rehabilitation/reconditioning for student athletes;  
Make appropriate physician referrals;  
Maintain accurate records of injuries and treatments for sport injuries;  
Co-administer baseline concussion testing for high school and modified athletes;  
Provide coverage at home athletic events and practices throughout the school year;  
Provide coverage for away sports during playoffs;  
Supervise the clearance of injured athletes during the sports season;  
Maintain a line of communication with the school physician regarding health care and recommended treatment/rehabilitation of all athletic injuries;  
Maintain a line of communication with the coaches on the care and treatment of student athletes;  
Oversee the management of and the ordering of supplies and equipment for the athletic training room(s);  
Equip each team with appropriate medical equipment;  
Assist the coaching staff in implementing and evaluating sport-specific conditioning programs;  
Other duties as required.

**SUBJECT 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 Genesee County Human Resources on or before the last filing date of **October 30, 2024**.

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, 2024, and approved candidates will be required to complete and submit this questionnaire between December 1, 2024 and midnight, December 31, 2024.** NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **October 30, 2024**.

Candidates who fail to submit a questionnaire by midnight, **December 31, 2024**, will not receive a rating.

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**ACTIVE MILITARY MEMBERS:** Any member of the armed forces of the United States who has duly filed an application to compete in a scheduled competitive examination but was deprived of the opportunity to compete in the examination due to active military duty could be provided with a special military make-up examination.

Current members of the Armed Forces may apply for Veteran's credits by filing an "Application for Veteran's Credits" (Form VC-1). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, [www.co.genesee.ny.us](http://www.co.genesee.ny.us). Proof of military status must also be presented and verified in order for consideration of granting of "conditional" Veteran's credit. Acceptable proof may include a military I.D. card, military orders, or other official military document that substantiates active military service at time of exam. This documentation and VC-1 Form must be received prior to the establishment of the Eligible List for this examination. The "conditional" status of the additional credits will remain until proof is provided indicating that the service was in time of war and that the veteran received an honorable discharge, or was released under honorable circumstances.

**VETERANS:** Additional credits are available to veterans who meet certain established requirements. Veterans who have not exhausted their credits should make application for their use, if desired. A COMPLETED APPLICATION FOR VETERANS CREDITS (FORM VC-1) AND a COPY OF SEPARATION PAPERS (FORM DD-214) MUST BE RECEIVED BEFORE THE ELIGIBLE LIST FOR THIS EXAMINATION IS ESTABLISHED IN ORDER TO UTILIZE ADDITIONAL CREDITS. DISABLED VETERANS MUST SUBMIT, IN ADDITION, A COPY OF FORM VC-3 (AUTHORIZATION FOR DISABILITY RECORD). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, [www.co.genesee.ny.us](http://www.co.genesee.ny.us).

**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 this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

**PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Genesee County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

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**PLACE TO FILE, Cont'd:**

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This 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 this rating of the examination will apply to this test.

**ALL QUALIFIED APPLICANTS WILL BE AFFORDED EQUAL EMPLOYMENT OPPORTUNITIES WITHOUT DISCRIMINATION BECAUSE OF RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, AGE, DISABILITY OR MARITAL STATUS.**

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