

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

## OPEN COMPETITIVE EXAMINATION FOR DIETETIC TECHNICIAN

**Exam Number:** 68-390

**EXAMINATION DATE:** September 6, 2008

**LAST DATE TO FILE APPLICATION WITH PROCESSING FEE OR WAIVER\*:** July 30, 2008

**\*Processing Fee:** Fifteen dollar (**\$15.00**) 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. **Only checks or money orders payable to the Broome County Commissioner of Finance 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.**  
**Admission notices will be mailed to all approved candidates approximately 8 days before the examination. If you do not receive your card by the Tuesday before the examination, please call 778-2185.**

**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](http://www.gobroomecounty.com).**

**MINIMUM SALARY**  
\$28,778 (40/hours)

**VACANCIES\*\***  
Anticipated

**LOCATION OF WORK**  
Willow Point Nursing Home

**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.

**\*\*Vacancies –** Positions may be filled temporarily at this time; however, the resulting eligible list must be used to permanently fill the position.

**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 in dietetics involving responsibility for assisting a Dietician in assessing, planning, implementing and evaluating a nutritional care or food delivery program for residents in the nursing home. This position is designed to supplement the time of Dieticians by freeing them for professional dietetic work. General supervision is received from a Dietician with leeway allowed for the exercise of independent judgement in carrying out technical aspects of the work. General supervision may be exercised over the work of assigned food service employees. Does related work as required.

### MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in dietetics or nutrition technology, or closely related field which included at least 3 courses in the nutritional and dietary aspects of food service\*; OR
- B) Graduation from high school or possession of an equivalency diploma and 2 years experience in clinical dietetics in a health care setting; OR
- C) An equivalent combination of training and experience as defined within the limits of A) and B) above.

\*A description of courses must be submitted.

**Anticipated eligibility:** If you expect to complete the educational requirement by June 30, 2009, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the

Broome County Department of Personnel. Proof must be submitted by August 31, 2009; failure to do so will result in removal of your name from the eligible list. You must meet the experience requirement, if any, before the examination date.

**SUBJECT OF EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**1. Advising and interacting with others**

These questions test for the ability to interact with other people, to gather and present information, and to provide assistance and advice in a courteous and professional manner.

**2. Food preparation and service programs**

These questions test for a knowledge of large-scale food preparation and service, with an emphasis on maintaining standards of food quality, nutrition, safety, and sanitation.

**3. Basic nutrition and dietetics**

These questions test for a 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.

**4. Patient/client dietary care**

These questions test for a knowledge of the relationship of nutrient intake to health and to restorative and rehabilitative medical treatment. Topics may include the selection of foods in accordance with a person's preferences, history and medical condition; foods included/excluded in commonly used special diets; and providing counseling and education about nutritional needs.

**5. Office record keeping**

These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.

Candidates must bring their picture ID and two sharpened #2 pencils to the examination. **USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION.** Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

**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 written test.

**Applying for civil service examinations in multiple jurisdictions when examinations are scheduled on same date:**

If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, 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) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1], no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, 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.

**Religious accommodation/handicapped candidates/military personnel:** If special arrangements for testing are required, indicate this on your application form.

**Military Personnel:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a make-up examination. Requests must be received no later than 60 days after leaving active service in most cases. Please contact the Broome County Department of Personnel for more information.

**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, announcement and applications may be obtained upon request to the Broome County Department of Personnel or from our website at [www.gobroomecounty.com](http://www.gobroomecounty.com).