



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB OPENING NOTICE

**JOB POSTING #:** 26-042      **POSTING DATE\*:** FROM: 5/28/26 TO: 8/31/26

**JOB TITLE:** Registered Professional Nurse, Part-Time

**2026 RATE OF PAY:** \$38.40-\$41.14/hr. – depending on experience

**LOCATION:** Office of Sheriff – Correctional Facility

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

**QUALIFICATIONS:**  
 County Values: All employees of Ontario County are expected to uphold and exhibit the County’s shared values and behaviors to achieve the County’s Vision and Mission.

**MINIMUM QUALIFICATIONS:** Graduation from a school of nursing approved by the State Education Department, from a course of study which qualifies for Registered Professional Nurse.

**SPECIAL REQUIREMENT FOR APPOINTMENT:** Possession of a current license to practice, or temporary permit, as a Registered Professional Nurse in New York State.

**SPECIAL NOTE:** Candidates who possess a temporary permit as a Registered Professional Nurse may be appointed on a temporary basis for up to 12 months. Candidates who do not attain license and registration cannot remain in this title beyond the 12-month period.

**APPLICATION DEADLINE / LAST FILING DATE\*:** until filled

\* Last filing date established for an announced exam always supersedes posting date.

**HOW TO APPLY:** All applications must be received through the [Ontario County Civil Service Employment Portal](#).

*Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.*

## REGISTERED PROFESSIONAL NURSE

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in the position performs skilled professional nursing services institution, clinic, or patient's home. This is a professional nursing position requiring a high degree of competence, judgment, and specialized skills. Work is performed under the general direction of a supervisory nurse or under the direction of a physician. Work is performed in accordance with standard nursing practice and a prescribed nursing care plan. Depending on assignment, supervision may be exercised over the work of Licensed Practical Nurses and/or related nursing personnel. Certain assignments made to employees in this 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. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Assesses patient nursing care needs and prepares, implements, and evaluates the nursing care plan;  
 Supervises Licensed Practical Nurses and auxiliary nursing staff;  
 May perform preliminary physical examination, including blood pressure reading, urinalysis and blood sampling;  
 Gives skilled nursing care and prescribed treatments to patients and demonstrates nursing care to patients and families;  
 Identifies physical and emotional illness of patients through observation and analysis of records;  
 Coordinates plans for care with nutritionists, social workers, physical therapists, physicians, and other professional health workers concerned with individual and family health care;  
 Counsels and guides individuals and families in the prevention of illness and the attainment of maximum health;  
 Maintains essential nursing care records and reports.

### When assigned to the Ontario County Public Health Department, may also:

Participate in public health preparedness activities and in delivering countermeasures during public health emergencies;  
 Promote public health by managing assigned programs(s) in compliance with regulatory requirements and guidelines;  
 Utilize appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities;  
 Assist in the prevention and control of communicable diseases including vaccination, screening, surveillance, and education;  
 Collect data and participates in planning, implementation, and evaluations;  
 Assist in the assessment of the health of the community;

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REGISTERED PROFESSIONAL NURSE

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of current professional nursing practice; good knowledge of sanitation, personal hygiene, and nutrition as it relates to health care, maintenance and prevention of illness and disease; working knowledge of the prevention and control of infections and diseases; skill in the application of current nursing procedures and techniques of patient care; ability to recognize the needs and concerns of people and maintain constructive working relationships in dealing with them; ability to communicate effectively; ability to accept and utilize guidance and instruction; ability to practice proper infection control policies and procedures; ability to complete and maintain a variety of records including clinical records and accurate patient summaries and charts; ability to perform duties in accordance with ANA Code for Professional Nurses; acceptable physical and mental health to carry out the responsibilities of the position.

MINIMUM QUALIFICATIONS: Graduation from a school of nursing approved by the State Education Department, from a course of study which qualifies for Registered Professional Nurse.

ADDITIONAL QUALIFICATIONS FOR POSITIONS IN ONTARIO COUNTY DEPARTMENT OF PUBLIC HEALTH: AND one (1) year of full-time, paid nursing experience, or it's part-time equivalent, in a clinical setting or public health field.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a current license to practice, or temporary permit, as a Registered Professional Nurse in New York State.

SPECIAL NOTE: Candidates who possess a temporary permit as a Registered Professional Nurse may be appointed on a temporary basis for up to 12 months. Candidates who do not attain license and registration cannot remain in this title beyond the 12-month period.

APPROVED: MAY 7, 1990

REVISED: 11/19/18; 6/27/22

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE