

The Nassau County Civil Service Commission is seeking qualified candidates for the position of "Secretary and Chief Examiner."

The purpose of the Nassau County Civil Service Commission is to administer New York State Civil Service Law and ensure Nassau County taxpayers of a public workforce qualified for their jobs pursuant to the principles of selection according to merit and fitness

Position Profile:

Responsible for the administration of the Civil Service Commission, and the implementation of Civil Service law according to merit and fitness as outlined in the laws of New York State and as prescribed by the Nassau County Civil Service rules and regulations.

Works with administrators of State departments in coordinating the Commission's services with the needs of County agencies, municipalities and special districts falling under the jurisdiction of the Nassau County Civil Service Commission.

Applicant must have extensive knowledge of New York State Civil Service Law and Local Government Law.

Applicant must be a person skilled in the principles and methods of personnel administration.

Candidates must demonstrate the ability to express oneself effectively, both verbally and in writing.

Education and Experience – required knowledge, skills and abilities:

BA degree from a regionally accredited or New York State registered college or university.  
Advanced degree preferred  
and

Five years of administrative experience in Public Sector or Personnel/Human Resource Management.

For consideration, please send resume, cover letter and salary requirements to [cvlsvccomm@nassaucountyny.gov](mailto:cvlsvccomm@nassaucountyny.gov).

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE,  
RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER  
NON-MERIT FACTOR