



**DATE:** September 3, 2025

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is a competitive class position.)

**FROM:** Eve Walter, Public Health Director  
239 Golden Hill Drive, Kingston, NY 12401

**JOB VACANCY:** Public Health Education Assistant / Permanent/Provisional / Full-Time / Benefited

**LOCATION:** GH Office Bldg

**SALARY:** \$27.31 / hour (Grade 12)

**FILL DATE:** September 24, 2025

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class assists in community public relations and marketing activities designed to increase public awareness regarding the resources and services available through the Ulster County Health Department, New York State Department of Health, and other health services available in the community. The work is performed under the general supervision of a higher level employee in this field. Some leeway is allowed for the exercise of independent judgment and initiative in carrying out the duties of the position. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge and understanding of the basic principles and practices related to the public health inspection of the establishments and matters mentioned above; good knowledge of compliance with the provisions of the State Sanitary Code related to the above establishments and matters; working knowledge of compliance with the New York State Environmental Conservation Law and Regulations related to the above establishments and matters; ability to be courteous yet firm with the public while maintaining a cooperative relationship; skill in inspection techniques; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a Bachelor's in Public Health, Health Education or closely related field from a regionally accredited or New York State registered college or university; **OR**
- B. Possession of an Associates Degree in Nursing or closely related field from a regionally accredited or New York State registered college or university and two (2) years of experience in the field of health education for a public health department or agency.

**NOTE:** Up to two (2) years of experience as a Public Health Nurse will be considered as qualifying for the experience in the field of health education.

**Special Requirement:** At time of appointment and throughout employment in this title, candidates must possess a valid New York State driver's license.

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.