

Jurisdictional Class: Competitive
Non-Competitive for Oneida County Government and School
Districts Only
EEO Category: Paraprofessionals
Revised: 07/31/2025

LICENSED PRACTICAL NURSE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for providing routine, sub-professional nursing care to patients in accordance with detailed and well-defined policies, rules, and regulations. In a school district or public health clinic, employees may assist a Registered Professional Nurse, Public Health Nurse, Physician Assistant, Physician, or another assigned supervisor in delivering health care. Under the supervision of a Registered Professional Nurse the work requires an understanding of, and skill in, routine nursing practices. Supervision may be exercised over subordinate staff. The work is performed under the supervision of a higher-level medical supervisor. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides routine sub-professional nursing care;
Keeps attendance records, health records, and related documents;
Provides first aid treatment following accidents or other incidents;
Completes health insurance forms for district employees;
Notifies parents and the family physician of accidents or other health problems of students;
Arranges transportation for sick or injured students and employees to their homes, hospital, or physician's office;
Administers medications as prescribed by a physician;
Coordinates provision of nursing care activities with those of the physician;
Arranges for physicals and maintain health records for district employees;
Maintains an inventory of health office supplies and equipment.
Takes blood pressure and temperature, notes the rate of pulse and respiration, and observes and records other signs and symptoms as directed;
Collects specimens and assists in carrying out diagnostic procedures under direct supervision;
Explains facility policies and answers questions;
Passes medications and gives injections as ordered by physician;
Maintains records and charts of each resident under their care;
Fosters good relationships with patients and their families.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of practical nursing techniques and their relation to medical and surgical practices; working knowledge of health care facility or health office sanitation and hygiene; ability to apply therapeutic treatments as prescribed; ability to understand and accurately carry out detailed oral and written instructions; ability to keep records and make reports; ability to get along well with others.

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MINIMUM QUALIFICATIONS: Possession of a New York State temporary permit to practice* **OR** current valid New York State license as a Licensed Practical Nurse.

*A temporary appointment may be made up to the duration of the temporary permit **or** receipt of the Licensed Practical Nurse license.

SPECIAL REQUIREMENT: Possession of an appropriate level, valid New York State Driver's License at time of appointment.

Adopted: 03/02/1982

Revised: 07/01/1984, 03/21/1985, 05/05/1994, 11/07/1995, 09/08/1999, 07/31/2025