

WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION

Announces

OPEN COMPETITIVE EXAMINATION

For

FIREFIGHTER – PARAMEDIC TRAINEE

LAST FILING DATE: December 6, 2023

EXAMINATION NUMBER: 85804

EXAMINATION DATE: January 13, 2024

CALCULATORS: *Recommended*

NON-REFUNDABLE \$15.00 APPLICATION FEE REQUIRED

(CHECK OR MONEY ORDER ONLY – NO CASH) (Payable to Warren County Treasurer)

(Fee Waiver Available to Qualifying Applicants)

VACANCIES: This examination is being held to establish an eligible list to be used as vacancies may exist or occur in the City of Glens Falls Fire Department.

SALARY: \$ 38,745 (2024 entry)

RESIDENCY: Candidates must be legal residents of Warren County or a contiguous county (Essex, Hamilton, Saratoga or Washington) at the time of appointment. Preference in appointment may be given to candidates who are residents of the City of Glens Falls in accordance with Civil Service Law and Rules.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

TRAINING REQUIREMENTS: 1) completion of the authorized training course for Firefighter and receipt of the appropriate training certificate within eighteen (18) months of the date of hire and 2) completion of the department authorized paramedic training program and possession of a valid Advanced Emergency Medical Technician-Paramedic (AEMT-P) issued by NYSDOH within thirty-six (36) months of the date of hire.

DRIVER'S LICENSE: At time of appointment, possession of a valid license to operate a motor vehicle in the State of New York. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

CERTIFICATION: At the time of appointment, possession of a valid certification as an EMT-Basic level technician or higher issued by New York State Department of Health, Bureau of Emergency Medical Services. Certification and on-line status with the regional emergency medical service counsel must be maintained throughout employment. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

DUTIES: The work involves responsibility for responding to fires, medical emergencies and other calls for service. Under direct supervision, an employee in this class learns to perform professional firefighting work, which is of a hazardous nature, in order to protect life and property. This position is a training level position for the Firefighter-Paramedic position. During the trainee period, the employee must be enrolled in and complete a paramedic level training program. The trainee may advance to the Firefighter-Paramedic position without further examination upon successful completion of the fire academy and paramedic level certification. When not engaged in firefighting, paramedic training or routine station maintenance and custodial work, may be assigned to perform basic life support level emergency medical treatment to individuals who are injured in a prehospital setting in accordance with NYS laws and regional protocols and under the direction and supervision of a contract medical director. The firefighter training is performed under the direct supervision of superior officers and in conformance with department regulations and standard operating procedures. Daily assignments, administrative matters and routine station maintenance are also under the direction of superior officers. Does related work as required.

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

Ability to learn and apply information: These questions test for the ability to learn new information and apply it to answer questions effectively. Candidates will read information presented in a Training Lesson and then answer questions regarding the information and procedures covered in the Training Lesson. All information needed to answer the questions will be provided in the Training Lesson, and candidates will be able to refer to

the Training Lesson when answering the questions. Some of the questions may require candidates to combine information from different portions of what has been learned in the Training Lesson. No prior knowledge of any specific job or subject matter is needed.

Basic arithmetic: This section requires candidates to use basic arithmetic (add, subtract, multiply, divide) to find a missing value in a table of numbers. Candidates will not need to refer to the Training Lesson or any other section of the test to answer the questions in this section. All information needed to answer each question will be contained in this section. No knowledge of firefighting or any other job is required. **Candidates should bring a hand-held battery- or solar-powered calculator for use on this test.** Candidates will **not** be permitted to use the **calculator** function on their **cell phone**.

Reading comprehension: These questions test for the ability to understand written materials (e.g., sentences, passages) and answer questions about the information presented. Candidates will be provided with reading passages, followed by questions related to each passage. Each question will require candidates to demonstrate that they have read and understood the information contained in the passage.

Situational judgment: This section tests for the ability to identify appropriate and effective responses to work-related challenges. Candidates will be presented with several scenarios that reflect the types of challenges one could encounter in a work environment. They will then be asked to rate the effectiveness of a number of possible responses to each scenario.

Test guide: A Guide for the Written Test for **Firefighter** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

NOTE: CALCULATORS ARE RECOMMENDED. Candidates may use to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, Spell Checker, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are PROHIBITED. No books or reference material will be allowed into the examination site. Cell phones and other electronic communications devices are PROHIBITED.

QUALIFYING TESTS: A qualifying physical agility test will be scheduled at a later date for passing candidates only. You will not be called to the physical agility test unless you have passed the written test. You must pass the physical agility test to be considered for appointment. The Warren County Personnel Officer reserves the right to call to the physical fitness test only a sufficient number of candidates needed to fill anticipated vacancies; additional candidates may be called during the life of the list.

Failure to appear for a scheduled physical agility test will be considered an unqualified declination and the name of the candidate may be removed from further consideration. Failure on any part of the qualifying physical fitness test will remove a candidate's name from further consideration for appointment.

RETEST: When a candidate fails an exercise, they must request an immediate retest for that exercise in the presence of the exam administrator. If a candidate encounters malfunctioning equipment which, in the judgment of the exam administrator adversely affects their performance in a given exercise, they may, at the exam administrator's discretion, be allowed an immediate retest or a re-scheduled test appointment based on the malfunction. No other retests will be allowed.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Candidates may be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, mental health, criminal history or other records. At the discretion of the appointing authority, candidates may be subject to additional screenings including but not limited to medical exam, psychological testing, finger printing and drug testing.

NOTE: THIS EXAM WILL BE HELD IN ACCORDANCE WITH, PUBLIC HEALTH COVID PROTOCOLS IN PLACE AS OF THE EXAM DATE, WHICH MAY INCLUDE TEST DATE HEALTH ASSESSMENT, MASK WEARING AND SOCIAL DISTANCING.

HOW TO APPLY: Applications and information may be obtained from the Warren County Department of Civil Service Administration, or from the web site: <https://warrencountyny.gov/jobs>. Application/exam fee must be submitted to the Warren County Civil Service Administration before the close of business at 4:30p.m. on the last filing date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last filing date. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

APPLICATION FEE: An application processing fee as specified on this announcement must accompany the application. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER. DO NOT SEND CASH.** YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER. You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

Application for 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 the Exam Fee Waiver and Certification section on the application.**

Veteran's Credits: Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and also submit a separate **Application for Veteran's Credits** and supporting documentation. Applications and information on veteran's credits may be obtained from the Warren County Department of Civil Service Administration at <https://warrencountyny.gov/jobs>.

Testing Accommodations: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with a disability who require reasonable accommodations to take the test must clearly indicate the need for special arrangements on their Application. Candidates who are called to military service after filing an Application should send requests for an alternate test date to our office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date. You must submit with your application the type of special arrangements or reasonable accommodations requested accompanied by all supporting documentation.

Multiple Exams Scheduled for the Same Date: If you have applied with any other local Civil Service agency for any other examination held on the same day, you must complete and submit a Warren County Cross Filer form, which is available at <https://warrencountyny.gov/jobs>. Also, you must make arrangements with each agency to take all your examinations at one test site no later than two weeks before the test date. If you have applied for both State and Local examinations, you must make arrangements with this agency to take all your examinations at a State examination center no later than two weeks before the test date. If you have questions please contact Warren County Civil Service at (518) 761-6440.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Application may be made using the Warren County Application for Examination or Employment Form, available at <https://warrencountyny.gov/jobs> or by contacting Warren County Civil Service at 518-761-6440.
2. Applicants must submit a complete application with regard to meeting the minimum qualifications and requirements for this examination. Incomplete applications will be disapproved. There will be no refund of the application fee should your application be disapproved.
3. Falsification of any part of the "Application for Examination or Employment" may result in disqualification and possible legal action. All statements made by applicants may be subject to verification.

4. Applicants seeking an alternate test date must submit an Alternate Test Date form available at: <https://warrencountyny.gov/jobs> and supporting documentation along with your examination application.
5. For further information on Veterans credits eligibility, go to <https://warrencountyny.gov/jobs> or call 518-761-6440.
6. Eligible Candidates will be notified of when and where to appear for the scheduled exam. If an application is rejected, due notice will be sent to the applicant.
7. Unless otherwise noted, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited.
8. This 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 exams will apply to this examination.
9. The eligible list established as a result of this examination will remain in force for at least one (1) year and may be extended by the Personnel Officer for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
10. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
11. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
12. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. A Change of Address form can be found at <https://warrencountyny.gov/jobs>.
13. **BACKGROUND INVESTIGATION:** Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and/or other records check as part of such investigation. Applicants may be required to submit the necessary fees for the fingerprint processing, where required. Failure to meet the standards of investigation may result in disqualification.
14. Pursuant to Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
15. **EVALUATION OF POST-SECONDARY EDUCATION:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. Where a degree is required for minimum qualification, do not send transcript unless required on this announcement.
16. **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per Chapter 180 of the Laws of 2000, and by 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.
17. **PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Warren County. Additional information is available at <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

ISSUED: October 31, 2023

Patricia C. Nenninger
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WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
View all examination announcements on line at: www.warrencountyny.gov/civilservice