TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity





OPEN TO THE PUBLIC

Tompkins County Personnel Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

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TITLE: EMERGENCY MEDICAL TECHNICIAN

EXAM NO: 10117

SALARY: Depends upon the location

EXAM DATE: 02/05/16

ISSUE DATE: 04/27/15

THE FINAL DATE TO FILE APPLICATIONS: 01/25/16

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 01/26/16

RESIDENCY WAIVED

APPLICATIONS WILL BE ACCEPTED CONTINUOUSLY

EXAMINATIONS ARE SCHEDULED AND HELD PERIODICALLY

DO NOT REMOVE THIS CONTINUOUS RECRUITMENT EXAMINATION ANNOUNCEMENT.

LOCATION OF POSITIONS/VACANCIES: The eligible list resulting from this continuous recruitment examination may be used to fill any appropriate full-time, part time, and/or temporary vacancies in the title of Emergency Medical Technician that occur in any of the various Towns or Villages within Tompkins County's jurisdiction.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school general equivalency diploma.

SPECIAL REQUIREMENTS:

The candidate must possess NYS Department of Health EMT - Basic certification at the time of application and maintain such certification for the duration of employment.

The candidate must possess a valid CPR certification at the time of application and maintain such certification for the duration of employment.

The candidate must possess a valid Class D New York State Drivers License at the time of appointment and maintain such license for the duration of employment.

DISTINGUISING FEATURES OF THE CLASS:

An employee in this class shall be certified as an EMT and perform life saving duties. The Emergency Medical Technician will also assist emergency personnel and be responsible for the safe and efficient operation of an emergency vehicle delivering emergency personnel to the scene and victims to the hospital. An incumbent will be required to safely operate a variety of related emergency services equipment. Knowledge of the operation of a personal computer and associated software is useful. When not driving or assisting emergency personnel on the scene, the employee will perform routine clerical duties including New York State pre-hospital care reports, daily routine maintenance on the emergency services vehicles, associated apparatus, and building and grounds. The incumbent will work under the general direction of the Fire Commissioner and the direct supervision of Emergency Services Supervisor. An employee in this class is generally not required to supervise others. The incumbent will perform all related duties as required.

SCOPE OF THE EXAMINATION: There is no written or oral test for this examination.

The only examination will be an evaluation of your training and experience. You are, therefore, asked to include in your application a summary of all-pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your **Summary of Training**, include all college course work (an original transcript is required), formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.

In your **Summary of Experience**, you must specify the dates of your employment, the number of hours worked per week, your title and the main duties for each. Be specific; vagueness and ambiguity **WILL NOT** be resolved in your favor.

Candidates who submit incomplete applications or documentation may be disqualified.

Submission of a resume does not relieve a candidate of his/her responsibility for properly completing the official Tompkins County Application for Examination/Employment. Candidates who fail to adequately complete the application will be disqualified.

THE ELIGIBLE LIST:

The eligible list will be ranked in accordance with the score assigned to them based upon their training and experience and in case of tie scores, by the date of testing and alphabetically.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Personnel at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.
The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Personnel Department (607) 274-5526. The Cross File form is located at http://www.tompkins-co.org/personnel/CivilSrvForms/index.html

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â’

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850