

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Department of Human Resources 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:** Paramedic - Part-time

**EXAM NO:** 10114

**SALARY:** Depends upon location

**TYPE OF EMPLOYMENT:** Part-time

**ISSUE DATE:** 09/25/17

**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 fulltime, part-time and/or any temporary vacancies in the title of Paramedic, that may occur in any of the various Towns or Villages within Tompkins County's jurisdiction during the life of the candidate's eligibility on the list.

**MINIMUM QUALIFICATIONS:** Graduation from High school or possession of High School Equivalency Diploma.

**SPECIAL REQUIREMENTS:**

The candidate must possess NYS Department of Health EMT-Paramedic 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 application and maintain such license for the duration of employment.

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for responding to calls and providing emergency medical services to those in need. An employee in this class shall be certified as an EMT-Paramedic and perform life saving duties. The paramedic will work with other emergency personnel and be in charge of the on-duty ambulance crew. An employee in this class is required to safely and efficiently operate 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 working with 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 supervision of the Emergency Services Manager. An employee in this class will supervise the on-duty Emergency Medical Technician.

**TYPICAL WORK ACTIVITIES:**

- Operates a specially equipped vehicle to respond to medical emergencies and provide basic and advanced life support services stabilizing persons with life threatening problems resulting from trauma or other medical emergencies;
- Work with other emergency personnel extricating accident and other emergency victims;
- Provide emergency medical services such as extrication, splinting and immobilization, administration of oxygen, suctioning, insertion of airways, hemostasis, cardiopulmonary resuscitation, emergency childbirth, electrocardiogram monitoring, intravenous access, drug administration, anti-shock suit, defibrillation, etc. to accident or other emergency victims;
- Monitors and records vital signs of pulse, blood pressure and respiration and other biomedical information such as pulse oximetry, blood glucometry, and electrocardiograms;
- At the monitoring physician's direction, (via two-way radio communication or cell phone) performs direct medical actions requiring medical orders on persons requiring advanced emergency services;
- Following standing orders in Central New York EMS protocols or, at the monitoring physician's direction when orders are required, administers oral, intra-muscular, subcutaneous, intravenous, intraosseous, nebulized, and endotracheal medications as directed;
- Applies learned techniques and knowledge to effect the rescue and safety of persons trapped in vehicles, stranded, marooned or endangered by unusual circumstances;
- Keeps records of emergency calls, patient treatment and problems encountered and solutions rendered in the course of duty;
- Maintains equipment on specially equipped medical emergency vehicles in appropriate operating condition;
- Participates in emergency medical training members of the community as directed;
- Conducts initial scene assessments and coordinates medical resources on the scene of incidents;
- Assists with public information and education activities as directed;
- Participates in in-service and external training to keep abreast of the Paramedic field;
- Is expected to maintain a physical condition conducive to the safe and effective performance of Paramedic duties;
- Maintains stations and living quarters in good condition.

**KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of, and skill in treating, a wide variety of emergency medical conditions, using recognized paramedic techniques and procedures;
- Thorough knowledge of, and skill in administering CPR;
- Thorough knowledge of, and skill in implementing, Advanced Cardiac Life Support (ACLS)
- Thorough knowledge of, and skill in implementing, Pediatric Advanced Life Support (PALS);
- Good powers of observation;
- Good knowledge of Emergency Medical Technician practices and procedures;
- Good knowledge of medical physiology, medical terminology, the assessment and management of medical and trauma emergencies;
- Working knowledge of the routine maintenance and minor repair of motor vehicles;
- Ability to perform Paramedic duties with good judgment and compassion.
- Ability to accurately manipulate an alphanumeric computer keyboard and to maintain records and to prepare reports;
- Ability to climb ladders;
- Ability to operate two-way radio equipment and cellular telephone equipment;
- Ability to perform calmly and efficiently in crisis situations;
- Ability to understand and follow oral and written instructions;
- Ability to understand written laws and apply them to specific situations;
- Physical strength adequate to lift and move unconscious patients;
- Ability to operate assigned vehicle in emergency driving conditions;
- Willingness to work nights, weekends, holidays, and assigned shifts;
- Willingness to work with unpaid volunteers who will be performing the same functions as paid personnel; Willingness to assist in training activities for both paid and volunteer personnel;
- Willingness to maintain vehicles, equipment and quarters in good condition;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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**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 established for Paramedic will be maintained on a continuing basis by conducting periodic examinations. Candidates who are successful will be inter-filed on the continuous recruitment eligible list for one year. Eligible candidates 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 Department of Human Resources 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 Department of Human Resources 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 Department of Human Resources 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.

**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