

TOMPKINS COUNTY CIVIL SERVICE VACANCY

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

TITLE: EMERGENCY MEDICAL TECHNICIAN - PART TIME

SALARY: \$13.31 base hourly rate (Commensurate with Experience)

TYPE OF EMPLOYMENT: Part Time

ISSUE DATE: 11/22/17

THE FINAL DATE TO FILE APPLICATIONS: 12/31/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 01/01/18

RESIDENCY: : Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

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.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class generally works a part-time and/or on an as-needed basis. He or she shall be certified as an EMT and will be required to perform life saving duties. A Per Diem 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.

TYPICAL WORK ACTIVITIES

Operates a specially equipped vehicle responding to medical emergencies and assists emergency services personnel in the provision of basic and advanced life support services;

Assists emergency services personnel working with accident and other emergency victims with extrication, splinting and immobilization, administration of oxygen, suctioning, insertion of airways, homeostasis, cardiopulmonary resuscitation, emergency childbirth, electrocardiogram monitoring, injections, antishock suit, defibrillation, etc.;

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 the equipment in specially equipped medical emergency vehicles in appropriate operating condition;

Maintains a medical emergency vehicle in appropriate operating condition;

Maintains building and grounds as directed;

Participates in emergency medical training of members of the community as directed;

Assists with public information and education activities as directed;

Participates in in-service and external training to keep abreast of the Emergency Services field;

The employee is expected to maintain a physical condition conducive to the safe and effective performance of the strenuous duties of one who performs life saving efforts;

Maintains stations, equipment and living quarters in good condition.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Emergency Medical Technician practices and procedures;

Good knowledge of, and skill in administering CPR;

Good knowledge of medical physiology, medical terminology, the assessment and management of medical and trauma emergencies;

Good powers of observation;

Working knowledge of the routine maintenance and minor repair of motor vehicles;

Ability to perform basic EMT duties with good judgment and compassion;

Ability to accurately document emergency medical calls;

Ability to operate two-way radio equipment;

Ability to perform calmly and efficiently in crisis situations;

Ability to accurately manipulate an alphanumeric computer keyboard and to maintain records and prepare reports;

Ability to understand and follow oral and written instructions;

Physical strength adequate to lift and move unconscious patients;

Ability to operate an assigned vehicle in emergency driving conditions;

Ability to climb ladders;

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;

Physical condition commensurate with the demands of the position.

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