

# PLEASE POST CONSPICUOUSLY

## CHENANGO COUNTY ANNOUNCES CONTINUOUS RECRUITMENT DECENTRALIZED EVALUATION OF TRAINING AND EXPERIENCE EXAMINATION OPEN TO THE PUBLIC FOR

### ADVANCED LIFE SUPPORT TECHNICIAN

APPLICATIONS ARE ACCEPTED CONTINUOUSLY - CANDIDATES ARE TESTED  
PERIODICALLY AS THERE IS A NEED FOR ADDITIONAL ELIGIBLES.

#### PROCESSING FEE

The New York State Department of Civil Service has implemented a fee for examination services. Accordingly, you must submit a seven dollar and fifty cent **(\$7.50) NON-REFUNDABLE application processing fee for each separately numbered examination for which you apply,** unless you can qualify for an application processing fee waiver as explained below.

Application processing fees should be paid at the time an application for examination is filed.

**DO NOT SEND CASH IN THE MAIL.** Checks or money orders made payable to the Chenango County Treasurer will be accepted. Cash will also be accepted if paying in person. **Write the examination number(s) on the check or money order.** If a check is returned for insufficient funds, you may be subject to penalties as provided by law. If you take the examination before the County receives notice that your check was returned for insufficient funds, you will be disqualified. You will not receive a final rating for the examination and your name will not be placed on the eligible list established as a result of the examination, or you will be restricted from certification and appointment from the resulting eligible list if the eligible list was already established.

**AS NO REFUNDS OF APPLICATION PROCESSING FEES WILL BE MADE, YOU ARE URGED TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION STATED IN THE "MINIMUM QUALIFICATIONS" SECTION OF THE EXAMINATION ANNOUNCEMENT, AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED, AND FOR THOSE EXAMINATIONS YOU INTEND TO TAKE.** The education and experience you indicate on the application will be verified and compared to the "minimum qualifications" for the position. Omissions or vagueness will NOT be interpreted in your favor.

**APPLICATION PROCESSING FEE WAIVER:** The application processing fee will be waived for candidates who certify to the Chenango County Personnel Office that they are either unemployed and primarily responsible for the support of a household, or that they are receiving public assistance. If you can verify eligibility for an application processing fee waiver for this examination, complete a "Request for Examination Fee Waiver and Certification" form and submit it with your application. "Request for Examination Fee Waiver and Certification" forms may be obtained from the Chenango County Personnel Office. All claims for an application processing fee waiver are subject to verification. False statements regarding eligibility for an application processing fee waiver will result in disqualification and/or lead to revocation of a resulting appointment as application processing fees are **NON-REFUNDABLE do not submit an application processing fee with your application for examination if you are or will be requesting an application processing fee waiver.**

<b>SALARY</b>	Varies according to level of certification.
<b>LOCATION OF POSITIONS</b>	Positions with this job title are used in the Village of New Berlin. The eligible list resulting from this examination will be used to fill vacancies that occur during the life of the eligible list.
<b>RESIDENCE REQUIREMENT/ PREFERENCE</b>	There are no residency requirements to compete in this examination. However, preference in appointment <u>may</u> be given to successful candidates who have been residents of the appointing municipality for at least four (4) months immediately preceding the date of the written examination.
<b>DUTIES</b>	This is a position in the Village of New Berlin. An Employee in this class responds along with a volunteer ambulance crew to the scene of emergencies. The Advanced Life Support Technician provides first-aid and emergency medical treatment to injured or ill persons both at the scene and while en-route to a hospital or an air transport landing zone and monitors a patient's medical condition and vital signs during transport. The incumbent also stands by at the scene of non-medical emergencies to monitor the medical condition of emergency services personnel working at the scene and to provide medical treatment if needed. Duties may also involve driving an ambulance when a patient being transported can be monitored by an Emergency Medical Technician (EMT) with less training. The incumbent is also responsible for completing pre-hospital care reports, daily call logs and drug and medical supply and inventory records; for cleaning and decontaminating the ambulance and restocking it with drugs and medical supplies to bring it back to pre-call conditions; for performing general housekeeping duties at the fire station; and for making presentations on emergency service career and volunteer opportunities. Patient care is delivered in accordance with Susquehanna Regional Emergency Medical Services (SREMS) Advanced Life Support Protocols and within the scope of the employee's Emergency Medical Technician Certification as regulated by the New York State Department of Health, and the medical directives of medical control facility doctors. Work is performed

under the administrative supervision of the Mayor with general oversight being provided by the New Berlin Ambulance Service's volunteer Chief Operating Officer and Supervisor. An employee in this class may act as a lead worker over volunteer fire and ambulance personnel and new AEMT appointees. Does related work as required.

## MINIMUM QUALIFICATIONS

Candidates **MUST** meet the following requirements at the time of filing an application for this examination:

Graduation from high school or possession of a high school equivalency diploma **and** six months full-time paid work experience or its part-time or volunteer equivalent as an AEMT-CC or an AEMT-P with a public, private, or volunteer ambulance service which shall include those operated by a fire department, **and** possession of **one** of the following certificates issued by the New York State Department of Health, Bureau of Emergency Medical Services:

- (A) Advanced Emergency Medical Technician – Critical Care (AEMT-Critical Care); **OR**
- (B) Advanced Emergency Medical Technician – Paramedic (AEMT – Paramedic).

## SPECIAL REQUIREMENTS

1. At time of appointment and continuing throughout employment an appointee/incumbent must possess the following;

- A valid New York State Class D Driver's License and a driving record acceptable to the employing municipality's insurance carrier; and
- A current Cardiopulmonary Resuscitation (CPR) course completion or certification card in either:

CPR for Professional Rescuers issued by the American Safety and Health Institute; or CPR for Health Care Providers issued by the American Heart Association; or CPR for the Professional Rescuer issued by the American Red Cross; or any other CPR certificate deemed appropriate for an AEMT-CC or AEMT-P by the New York State Department of Health.

2. At time of appointment a candidate must provide written verification that they have Advanced Life Support privileges from the Susquehanna Regional Emergency Medical Services to work as an AEMT-CC or an AEMT-P in the region in which they will be employed.

3. Following appointment appointees must continue to satisfy all New York State mandated continuing education and testing requirements needed to maintain AEMT-CC or AEMT-P certification.

4. Following appointment appointees must maintain current certification to practice as an AEMT-CC or AEMT-P throughout employment.

## PRE-EMPLOYMENT SCREENING REQUIREMENTS

Appointees to this position must have good moral character and a demonstrated record of respect for the requirements and processes of law, good judgment, a good driving record, and a physical condition commensurate with the demands of the position. Accordingly, candidates who accept a conditional offer of employment may be required to successfully undergo some or all of the screenings listed below to receive appointment. For some screenings, candidates will be required to sign a release of information to authorize the municipality's access to information contained in a variety of records or be asked to submit relevant documents.

- 1.) A driving record history check;
- 2.) A medical examination;
- 3.) A drug screening;
- 4.) A criminal record check; and
- 5.) A background investigation.

## SUBJECTS OF EXAMINATION

There will be no written test for this examination. The examination will consist of an evaluation of your training and experience as presented on your Application for Examination and the accompanying summary you are required to submit with your Application for Examination. You are, therefore, asked to complete your Application for Examination in detail and include with 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, formal in-service training, seminars and workshops 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 valid New York State professional license or Emergency Medical Technician certification or documentation indicating

eligibility for such licensure or certification. Specify the date that your license or certification was first issued. You should also include a copy of college transcripts.

In your *summary of experience*, you must specify the dates of your employment and/or volunteer experience, the number of hours worked per week, your exact job title, and the main duties for each position. Be sure to clarify which paid or volunteer experience was as an EMT in ambulance service, and which experience was in a non-ambulance emergency medical service. Be specific; vagueness and ambiguity will not be resolved in your favor. Candidates who submit incomplete applications, documentation, or training and experience summaries may be disqualified.

**CANDIDATE RESPONSIBILITY**

It is the responsibility of candidates to provide all necessary documentation and to complete all relevant parts of the Application for Examination. To receive credit for experience—either qualifying or against a rating scale—you must show basic information such as employer name and address, name and title of supervisor, hours worked or volunteered per week, dates of employment to include month and year started and ended, your job title, and the main job duties for each, etc. A copy of a verifiable transcript for college coursework and a copy of the required E.M.T. Certification to practice as a Advanced Emergency Medical Technician in New York State must be submitted with the Application for Examination and required summary.

Your Application for Examination and all accompanying documentation must be personally submitted or postmarked by close of filing. Candidates who submit incomplete applications and documentation may be disqualified.

**ELIGIBLE LISTS**

Successful candidates will have their names placed on an eligible list for this title in order of their final rating, and will remain eligible for appointment for one (1) year from the date the eligible list is established. Appointments from an eligible list must be made from the three highest standing candidates willing to accept appointment.

**CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY**

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty 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 a firefighter or police officer killed in the line of duty 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.

**VETERANS' CREDITS**

The eligibility criteria for veterans' credits are active military service during a creditable period of war and either being honorably discharged or being released under honorable circumstances.

To apply for veterans' credits candidates for examination must submit an Application for Veterans' Credits prior to the establishment of the eligible list resulting from this examination. No credit may be granted after the eligible list has been established. Applications for Veterans' Credits may be obtained at the Chenango County Personnel Department. It is the candidate's sole responsibility to file a timely application for veterans' credits and to provide appropriate timely documentary proof that their military service was in time of war, as defined in Section 85 of the Civil Service Law, and that they received an honorable discharge or were released under honorable circumstances.

Veterans' credits will only be added to the score of a candidate who has attained a passing grade of 70 or higher. Veterans' credits may not be used to achieve a passing score.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently on active duty in the armed forces to apply for and be conditionally granted veterans' credits in examinations. To apply for conditional veterans' credits a candidate must submit an application for conditional veterans' credits prior to the establishment of the eligible list. Any candidate who applies for conditional veterans' credits must also provide proof of current active military status to receive the conditional credits.

A candidate who is granted conditional veterans' credits while on active duty in the armed forces must be restricted from certification using such credits until the candidate provides acceptable documentary proof that their military service was in time of war, as defined in Section 85 of the Civil Service Law, and proof that they received an honorable discharge or were released under honorable circumstances.

For open-competitive examinations, veterans' credits are added to a candidate's final examination score as follow:

- Non-Disabled Veteran..... 5 points
- Disabled Veteran.....10 points

**APPLICATIONS**

Application forms may be obtained at the Chenango County Personnel Department or by sending

**FROM/TO/BY**

a stamped, self-addressed envelope to: Personnel Department, Chenango County Office Building, 5 Court St., Norwich, NY 13815.

Do not wait until the last day to file your application. Applications that are postmarked after the last filing date, or personally delivered to our office after 5:00 P.M. on the last filing date cannot be considered. The applicant should make sure **EVERY** question on the application is answered, including the estimated percentage of time spent personally performing the duties of each employment (i.e., 5%, 20%, etc.). Incomplete applications will be disapproved. This department does not acknowledge receipt of applications. Candidates will be notified of the disposition of their application prior to the examination. If notice of acceptance or disapproval is not received at least four days prior to the date of the written examination, please call this office at (607) 337-1470.

A separate application and appropriate processing fee must be submitted for each separately numbered examination for which a candidate wishes to apply.  
Applications must contain the correct examination title and/or number in order to be considered.

**GENERAL INSTRUCTIONS AND INFORMATION:**

1. All statements on the application are subject to verification. Falsification of any part of the "Application for Employment" will result in disqualification and/or lead to revocation of a resulting appointment.
2. Candidates filing an application with one or more State and/or local civil service commissions for one or more tests scheduled to be held on the same date should indicate this on all applications so arrangements may be made for a single test site.
3. If you fail to submit the required processing fee payment and then you receive an admission letter in error and participate in the examination, you will be disqualified; this means that your exam will not be graded and/or you will not be considered for placement on the eligible list.
4. It is the responsibility of the candidate to notify the Chenango County Personnel Office of any change in name, address or telephone number. Failure to notify this office of a change of name or address may result in disqualification for examination or certification for appointment following examination if admittance notices, canvas letters or other communications are undeliverable. No attempt will be made to locate candidates who have moved.
5. In case of adverse weather conditions, candidates should not call this office. Any changes to or cancellations of an examination will be broadcast over one or all of the following stations; WKXZ FM 94, WSRK FM 103.9, WCDO FM 101, and WCDO AM 1490. Examinations will not normally be cancelled for adverse weather conditions unless Chenango County officially declares a state of emergency and/or closes Chenango County roads.

**TIME AND PLACE OF EXAMINATION:**

Approved candidates will be notified by mail regarding the time and place of the examination.

**PREPARATION/RATING OF EXAMINATION:**

This examination will be prepared and rated in accordance with Section 23.2 of Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**SPECIAL TESTING ARRANGEMENTS:**

**Religious Accommodation:**

If you cannot take a civil service test on the scheduled test date due to a conflict with a sincerely held religious observance or practice check the appropriate box in Question 5 of the application **and** call this office on or before the last date to file an application for the examination to request an Alternate Test Date Policy and Request Form. The Alternate Test Date Request Form must be completed and returned to this office prior to the scheduled test date. If your Application for Examination and alternate test date request are approved arrangements will be made for you to take the test on a different date. For written tests the alternate test date will normally be the Monday following the scheduled Saturday test date. The alternate test date provided for performance examinations will vary.

**Disabled Candidate Testing Accommodation:**

If you need special testing arrangements in order to participate in an examination because of a disability check the appropriate box in question 5 of the application. If your Application for Examination is approved you will be contacted and asked to submit a written request describing the exact nature of the special testing accommodation(s) you require along with medical documentation supporting your need for the testing accommodation(s) you are requesting. This office will forward requests for special testing arrangements and supporting medical documentation to the New York State Department of Civil Service who will review the request and make a recommendation prior to the scheduled test date as to the testing accommodation(s), if any, that shall be provided to the candidate.

**Military Make-up Examination:**

Section 243-b of Military Law provides that an applicant who applies for a competitive examination during the announced filing period and who is approved for examination but is prevented from participating in any part of the competitive examination due to active military duty or reserve training may request a military make-up examination. To request a military make-up examination check the appropriate box in question 5 of the application and call this office as soon as possible prior to the scheduled test date to request an Alternate Test Date Policy and Request Form. The Alternate Test Date Request Form must be completed and returned to this office along with a copy of a military order, DD – 214 or other official military document that substantiates that the applicant was or will be on active military duty or reserve training at the time of the scheduled test date. Requests and supporting military documentation will be forwarded to the New York State Department of Civil Service and will be reviewed on a case-by-case basis. In order for a military make-up examination to be administered

the eligible list resulting from the original examination holding must still be in existence, and the remaining life of the eligible list must be of sufficient duration to make it practicable to hold a military make-up examination.

**Comparable Promotion Examination:**

If a promotion examination is held while a public employee who would be entitled to participate in the promotion examination is on military duty, the employee may make a request to participate in a comparable promotion examination once he/she has returned to work. The employee must request a comparable examination within 60 days of being restored to his/her position. Requests for a comparable examination must be submitted in writing to the Chenango County Personnel Office.

**Military Members Late Filing:**

Section 243-c of Military Law provides that individuals serving on active duty in the armed forces of the United States during the filing period for a civil service examination, or individuals discharged from the armed forces with other than a dishonorable discharge after the filing period for a civil service examination has commenced are permitted to file an application for such examination no later than 10 business days prior to the scheduled date of the examination or the last date to file for the examination, whichever is later.

**EEOE:** Chenango County is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of one's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status, prior arrest or conviction record, or a sincerely held religious observance or practice.

**CHENANGO COUNTY PERSONNEL OFFICE**

Chenango County Office Building  
5 Court Street  
Norwich, NY 13815  
Telephone No. (607) 337-1470  
[www.co.chenango.ny.us](http://www.co.chenango.ny.us)  
Date of Issue: 6/1/09