



"History's Hometown"

CITY OF AUBURN

Civil Service Commission

Issued: March 14, 2022

**CITY OF AUBURN
MUNICIPAL CIVIL SERVICE COMMISSION
AUBURN, NY 13021**

Announcement of Continuous Recruitment examination

Emergency Medical Technician

EXAMINATION #CR40-222

SALARY: \$33,280 - \$47,024 annually
\$16.00 - \$22.61 per hour

NOTE: This is an examination based on Training and Experience. There will be **NO** written or oral test. The only examination will be an evaluation of your training and experience. (See "SUBJECT OF EXAMINATION" section on page 2 for further details.)

MINIMUM QUALIFICATIONS:

1. High school graduate or equivalency and:
2. Possession of a current certification from the New York State Department of Health as an Emergency Medical Technician (EMT-B).

SPECIAL REQUIREMENTS:

1. Candidates must meet age requirements as specified in NYS Emergency Medical Services Code, Section 800.40
2. Possession of current CPR card.
3. Possession of NYS Driver License.
4. An appointing authority may require candidates to pass a qualifying medical and drug-screening test in order to be appointed.
5. Pass Physical Ability test

VACANCY:

The eligible list established as a result of this examination will be used to fill any vacancies as they occur. A candidate's eligibility for appointment begins when their name is added to the eligible list and will remain in effect for two (2) years.

RESIDENCY REQUIREMENTS:

Residency requirements are waived.

SUBJECT OF EXAMINATION:

THERE WILL BE NO WRITTEN OR ORAL TEST FOR THIS EXAM. The only subject of examination will be an evaluation of your training and experience. Candidates are asked to include in the application a summary of all pertinent training and experience in sufficient detail so that education and work experience may be evaluated against the duties of the position. Submission of a resume does not relieve a candidate of his/her responsibility for properly completing the official City of Auburn Application for Examination/Employment. Candidates who fail to adequately complete the application will be disqualified.

SUMMARY OF TRAINING: Candidates must 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.

SUMMARY OF EXPERIENCE: Candidates 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.

PART-TIME AND VOLUNTEER EXPERIENCE POLICY:

Civil Service defines the number of years of experience required in the minimum qualifications based upon the presumption of full-time employment. Verifiable part-time and volunteer experience must be related to the field in which the applicant is meeting an experience of the minimum qualifications. When evaluating part-time and volunteer experience, the time credited will be prorated, based on part-time or volunteer hours worked related to the full-time hours of the position to which the applicant applied.

Volunteer experience in emergency services, such as emergency medical services, firefighting, and emergency preparedness, shall be defined as actual time spent in emergency services training, attending official department functions, or in responding to emergency situations as a member of an emergency services department. Time spent in fund-raising, parades, or social or sporting events will not be credited. The time claimed must be verified by the submission of copies of official department documents. A letter from the department chief/director without substantiation by official documents is insufficient.

EVALUATION OF FOREIGN POST-SECONDARY EDUCATION:

Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Department of Education. as following acceptable educational practices. NOTE: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

FREQUENCY OF APPLICATION:

Candidates may only apply for this examination once every six (6) months.

APPLICATION FEE:

The fee of \$15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

Check or Money Order payable to the **CITY TREASURER**
Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

As no refunds will be made if your application is disapproved, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

APPLICATION 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 a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for providing emergency medical care. The employee may operate specially equipped medical vehicles in the transport of victims to area hospitals. The employee, having completed an Emergency Medical Technician course and possessing the appropriate certification level from the New York State Department of Health for this position, renders initial medical care to persons requiring medical assistance. The employee performs routine maintenance and custodial work on station and equipment when not performing the primary responsibility of the class. Work is reviewed during emergency medical operations and maintenance for acceptable procedures by a superior. Employees are required to recertify on a periodic basis the emergency medical Technician certification required for this position. Employee shall maintain certification throughout employment. Supervision of subordinate employees is not exercised in this class.

VETERANS CREDITS:

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran's credits. The applications for veteran's credits are available in the Auburn Civil Service Office. All veteran's credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

ADDITIONAL CREDITS 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 (10) 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 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.

This examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this test.

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.

PRE-EMPLOYMENT DRUG TESTING:

Candidates may be subject to pre-employment drug testing as a condition of employment with the City of Auburn.

TERMINATION OF PROGRAM:

The Auburn Civil Service Commission reserves the right to terminate this continuous recruitment program at its discretion.

HOW TO APPLY:

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail send a self-addressed (\$1.06 postage) envelope to:

Auburn Civil Service Commission
Memorial City Hall, Room 208
24 South Street
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: www.auburnny.gov under Job Opportunities.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Falsification of any part of the “Application for Examination” will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0

Auburn Civil Service Commission:

**John C. Hardy
Mikel E. Zank
Christina Tomasso**

An equal opportunity employer