

County of Chautauqua in the State of New York Announces:

FIREFIGHTER

Examination Number #66579

Salary: Village of Fredonia - \$19.17/Hour
Other - Varies by Location

OPEN TO THE PUBLIC

Examination Date: 3/18/2017 Applications must be Received or Postmarked by: 1/25/2017

Issued on 12/28/2016 by Chautauqua County Department of Human Resources, Gerace Office Building, Mayville, NY 14757 (716) 753-4237

Exam announcements and application forms are available on the Internet at www.co.chautauqua.ny.us - Click on "Employment"

APPLICATION FEE: A fee of \$25.00 is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the Director of Finance and write the examination number and title on your check or money order. We cannot accept cash. No refund will be made on approved applications. You are urged to review the examination announcement carefully, to compare your qualifications with the requirements for admission, and to file only for those examinations for which 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 an application fee waiver, complete the appropriate section of the Application and submit it by the Application Deadline as listed on the Examination Announcement. Applications and additional information may be obtained from the Internet at www.co.chautauqua.ny.us click on "Employment" or by contacting the Chautauqua County Department of Human Resources, Gerace Office Building, Mayville, New York 14757. Phone (716) 753-4237.

APPLICATION FORM: Your application for this test is part of the examination process. Applications must be completely filled out, with all pertinent information stated. Vagueness or ambiguity will not be interpreted in your favor. We do not refer to other applications on file for additional information. Applications that do not show training and/or experience to meet minimum qualifications may be disappointed.

VACANCIES: At present one (1) vacancy exist in the Village of Fredonia.

DUTIES: A Firefighter performs standardized manual work of a hazardous nature in fighting fires. In this work, as in fire prevention work, they receive detailed instructions from a superior. Routine maintenance and custodial work on status and equipment is also performed under general supervision and inspected upon completion. May supervise volunteer firefighters until ranking officer arrives on the scene of emergency.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

1. **Physical and Medical:** Candidates who are offered employment will be required to pass a medical examination that includes a drug screening. Failure to pass the medical examination will bar candidates from appointment.
2. **Driver's License:** Candidates need not possess a New York State Driver's License at time of application. However, candidates must possess an appropriate New York State Driver's License at time of permanent appointment and during service in this classification.
3. **Emergency Medical Technician:** Candidates need not possess an Emergency Medical Technician-Basic (EMT-B) Certificate issued by the New York State Department of Health at time of application. However, candidates must possess an Emergency Medical Technician-Basic (EMT-B) Certificate issued by the New York State Department of Health at time of permanent appointment and during service in this classification.

Note: Village of Fredonia ONLY - Candidates must possess an Advanced Emergency Medical Technician Critical Care (AEMT-CC) certification or Paramedic certification issued by the New York State Department of Health at time of permanent appointment and during service in this classification (effective July 21, 2016).

Basic Fire Training Course: If appointed, candidates must successfully complete, during the probation period, the basic fire training course which includes a physical agility test as mandated in 19 NYCCR Section 426 Minimum Standards for Firefighting Personnel in the State of New York.

RESIDENCY REQUIREMENT: Candidates must be legal residents of Chautauqua County thirty (30) days prior to the examination date and at time of appointment. Preference in appointment may be given to successful candidates who are legal residents of the municipality in which an appointment is to be made.

IDENTIFICATION (ID) REQUIREMENT: Examination candidates will need to present a valid photo ID upon arrival at the examination site for purposes of examination security and candidate identification.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

- 1) **Advising and interacting with others** -These questions test for the ability to interact with other people, to gather and present information, and to provide assistance and advice in a courteous and professional manner.
- 2) **Using logical reasoning to draw valid conclusions** -These questions test for the ability to examine true statements and logically evaluate conclusions based on the information in the statements.
- 3) **Mechanical reasoning** -These questions will be accompanied by drawings or descriptions of various mechanical devices, such as gears, pulleys, levers, hand tools, and gauges. You will be required to demonstrate an understanding of how the devices work and the underlying mechanical principles involved. These devices are not limited to use in the fire service.
- 4) **Understanding and interpreting written material pertaining to fire** -The questions in this subtest test how well the candidate comprehends written material. The candidate is provided with brief reading selections, followed by a set of alternative statements relating to each selection. The candidate is to indicate the most appropriate statement relating to the selection on the basis of whether it:
 - a. accurately paraphrases portions of the selection; or
 - b. adequately summarizes the selection; or
 - c. presents an inference that can reasonably be drawn from the selection.

The reading selections are drawn from a variety of sources related to the firefighting field. Knowledge of the subject matter of the reading selection is generally not related to successfully answering the questions.

NOTICE TO CANDIDATES: Unless otherwise notified, candidates are **allowed** to use quiet, hand-held, 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.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: Do not bring cell phones, beepers, headphones, or any electronic or other communication devices to the test room. The presence of such devices in the test room, hallways, restrooms, may result in your disqualification.

CANDIDATES PLEASE NOTE: A Guide for the Written Test for Firefighter is available at the New York State website www.cs.ny.gov/testing/localtestguides.cfm. Candidates not having access to a computer of the internet may request a hard copy of the test guide by calling or writing the Chautauqua County Department of Human Resources, Gerace Office Building, Mayville, New York 14757. Phone 753-4237.

GENERAL INFORMATION / INSTRUCTIONS

CHAUTAUQUA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of Chautauqua County to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception. The policy can be obtained at www.co.chautauqua.ny.us.

THE DIRECTOR OF HUMAN RESOURCES RESERVES THE RIGHT TO ACCEPT OR REJECT APPLICATIONS RECEIVED AFTER THE PUBLISHED LAST FILING DATE FOR THIS EXAMINATION: Applications must be either:

- A. Received at the Chautauqua County Department of Human Resources, Room 144, Gerace Office Building, Mayville, New York 14757 prior to the close of business on or before the last filing date published for this examination, or:
- B. Postmarked on or before the last filing date published for this examination. Please note that mail deposited in a mail box on the last filing date but after the post office's last pick up for that day will receive a post mark for the following day and, therefore, will not be considered a timely submission by this office.

NOTE: Applications submitted through the County interoffice mail system are not postmarked and are date stamped upon receipt by our office. We urge candidates to pay particular attention to the filing deadline and to use a filing method that will ensure a timely submission.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. **Cross-file application forms are available on the Internet at www.co.chautauqua.ny.us** or by contacting the Chautauqua County Department of Human Resources, Gerace Office Building, Mayville, New York 14757. Phone (716) 753-4237.

LEGAL AUTHORIZATION TO WORK IN THE UNITED STATES: Federal Immigration Law requires employers to verify that all persons hired are legally authorized to work in the United States. If you are hired, you will be asked to swear, under penalty of perjury, that you are legally authorized to work in the U.S., and you will be required to submit proof of that authorization.

CURRENT/PROSPECTIVE MILITARY SERVICE MEMBERS: New York State Law provides for Military Make-up Tests in cases where candidates cannot attend the scheduled test on the published test date due to active military duty. You must file an application for this examination in accordance with this examination announcement and you must request the special test arrangements, which are available. If you expect to enter military service, you may still compete in this examination and be appointed or reinstated after you return from active duty. Contact our office for details.

THIS EXAMINATION IS BEING RATED: by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating and review of examinations will apply to this test. The eligible list resulting from an examination may also be used for appointment to the same title or to any other title deemed to be similar and appropriate.

ALTERNATE TEST DATES: State and local examination policy does permit alternate test dates for certain compelling reasons. For details or to request an alternate test date, contact the Department of Human Resources.

LOCATION OF EXAM SITE: Examinations are held in Mayville unless for reasons beyond our control, we must change the test site.

VETERAN CANDIDATES: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

SECTION 85-a OF THE CIVIL SERVICE LAW: Effective 9/17/02, 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.

ADMISSION TO EXAMINATION: Notice to appear for the examination will be conditional, as review of applications for minimum requirements may not be made until after the written test. Call the Chautauqua County Human Resources Office if you have not received your notice 3 days before the date of the examination. You may not be admitted to the examination room without official notice.

RELIGIOUS ACCOMMODATIONS AND OTHER SPECIAL ARRANGEMENTS: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, please contact our office so that we can make arrangements for you to take the test on a different date. Applicants with disabilities who require special arrangements should contact our office by the close of the filing period for the examination.

RATINGS REQUIRED: Tests are rated on a scale of 100 with the passing mark at 70. Unless the announcement states otherwise you must pass the written test and the oral test, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they are qualified for appointment. In addition to meeting specific requirements, candidates must be of good moral character and habits.

MEDICAL EXAMINATION/BACKGROUND INVESTIGATION: Applicants may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position. You may also 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.