ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE

112 STATE STREET, ROOM 900 ALBANY, NEW YORK 12207

www.albanycounty.com

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ANNOUNCES A CONTINUOUS RECRUITMENT **PROMOTIONAL** EXAMINATION FOR

PARAMEDIC

Exam #11114

FILING FEE: **None.** Two exam fees (per calendar year) are waived for current employees of Albany County government.
LAST FILING DATE: None. Applications will be accepted and reviewed continuously.
VACANCIES: The list will be used to fill future vacancies as they exist in Albany County Sheriff's Department.
SALARY: $20.46 per hour.

DUTIES OF THE POSITION: These duties involve responsibility for providing emergency medical services. Employees in this position operate specially equipped medical emergency vehicles. When engaged in providing medical emergency services, incumbents are in two-way radio contact with, and receive direction from, monitoring hospital physicians who provide advice during a time of medical need. The work is performed under the supervision of the EMS Coordinator who makes assignments and reviews work in process and upon completion. Does related work as required.

MINIMUM QUALIFICATIONS: On or before the date of the examination, candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the Albany County Sheriff's Department for twelve (12) months as an Emergency Medical Technician. Must be in that title or higher promotional field at time of exam.

SPECIAL REQUIREMENT: Eligible candidates should be trained in Medicated Facilitated Intubation (MFI) through a regionally approved MFI course, or be willing to become trained, without compensation, in MFI before completing their probationary period.

SENORITY CREDITS: Points will be added to eligible scores as follows:
Seniority – continuous*, permanent, competitive class service in jurisdictions covered by Albany County Civil Service immediately preceding the last filing date.
Seniority credits: 1-5 years = 1 credit; 6-10 years = 2 credits; 11-15 years = 3 credits; 16-20 = 4 credits
* Provisional appointments shall not constitute a break in service; however, no seniority credit shall be granted to any candidate for anytime served as a provisional appointee.

SCOPE OF EXAMINATION: There will be no written examination. The subject of the examination will be an evaluation of the *applicants' training and experience*. **Copies of the required certifications and licenses must be submitted with the application.** Applicants must include contact information (name, address and telephone number) of the regional medical organization that can verify their grant of medical control privilege. A summary of the applicants training and experience is required for this examination. In their **summary of training and experience**, applicants should submit verifiable information regarding relevant work experience (paid or voluntary, full or part-time) including the employers names and addresses, names and titles of supervisors, hours worked per week, exact dates of employment; along with relevant college course work, formal in-service training and seminars you have attended and/or completed. To receive credit for any formal in-service training and/or seminars attended you are required to submit copies of certificates—bearing either the number of continuing education credits granted or the hours and dates of attendance—that are issued at the successful completion of each respective training session. Information submitted by the applicant that is not verifiable may not be used in the final evaluation.

ELIGIBLE LISTS: Successful candidates will have their names placed on the eligible list in the order of their test score regardless of the date on which they took the test. The names of qualified candidates will remain on the list for one year only. All candidates may apply for retests at one-year intervals.

NOTE: It is the applicant's responsibility to provide all necessary documentation and to complete all parts of the application, even if you have elected to attach a résumé. The documentation submitted in conjunction with the examination constitutes not only a legal record of that applicant's training and experience, but also an indication of that applicant's interest in employment. Applicants who submit an incomplete application and insufficient qualifying documentation may be disqualified. **Vagueness and ambiguity will NOT be resolved in your favor.**

THE PERSONNEL OFFICER OF ALBANY COUNTY RESERVES THE RIGHT TO TERMINATE THIS CONTINUOUS RECRUITMENT PROGRAM AND RE-ESTABLISH THE PERIODIC, ANNOUNCED-DATE TYPE OF EXAMINATION.

- When applying, use form ACS-21, the **ALBANY COUNTY APPLICATION FOR EXAMINATION OR EMPLOYMENT**. Examination applications, other forms and information can be found on our website, **www.albanycounty.com/civilservice**.

PLEASE READ THE BACK OF THIS ANNOUNCEMENT FOR ADDITIONAL IMPORTANT INSTRUCTIONS

GENERAL INSTRUCTIONS TO APPLICANTS

Waived County Employee Exam Filing Fee

Effective immediately, employees of Albany County Government will be allowed to have the exam filing fee waived for **only two (2) exams per year**. This policy is being implemented due to budget cuts throughout the County per resolution #490 for 2010. If you have any questions regarding this change, please e-mail csinfo@albanycounty.com . We apologize for any inconvenience this may cause.

APPLICATION FORMS: Use the **Albany County Application for Examination or Employment** (Form **ACS-21**) when applying. Examination announcements, applications, and study guides (when offered and available) can be found online at: **www.albanycounty.com.** Or, if you do not have access to a computer, you can request application forms or announcements by sending a self-addressed, stamped legal-sized envelope to:

ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE, 112 STATE ST. - ROOM 900, ALBANY, NY 12207

- Submit a separate application for each exam applied for. Photocopies will be accepted with exam title and number on each application.
- The applicant should be certain that **every question** is answered on the ACS-21, and that the application is complete in all respects, including the title of the examination. **Education and work experience should be documented on the application regardless if the candidate has elected to attach a résumé**. All statements made by candidates in their applications are subject to verification.

TRANSCRIPTS: Generally, whenever college transcripts or diplomas are requested, copies of the originals are acceptable and should be submitted with the application, or as soon as possible **before** the exam. This applies to standard examinations, and does not apply in the case of examinations for Training and Experience.

EXPERIENCE RATING SCALE: Experience will be rated as follows: 1-10 hours worked per week = ¼ time; 11-20 hours worked per week = ½ time; 21-30 hours worked per week = ¾ time; 31-40 hours worked per week = full time.

LAST FILING DATE: It is the applicant's responsibility to ensure that the application and appropriate filing fee are received by the Albany County Department of Civil Service or postmarked by the United States Postal Service by the last filing date of the examination.

VETERANS' CREDITS: For the purpose of claiming veterans' credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States during time of war.

- Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, and provided they have not previously used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.
- Veterans and disabled veterans who are eligible for additional credit must submit a copy of their separation papers (DD-214) within two (2) months of the last filing date for the examination. Veterans' credits can only be added to a passing score on the examination.
- A candidate currently in the armed forces may apply for and be conditionally granted veterans' credits 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 the 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 veterans' credits.

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 office 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.

ALTERNATE TEST DATE POLICY: This policy and the required application can be found on our website, www.albanycounty.com. The policy clearly states the specific circumstances whereby a candidate may be able to reschedule his/her test, as well as the procedure that must be followed. The candidate will be notified by mail if the application was or was not approved. If approved, the alternate test date will be specified.

SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to Albany County Civil Service as soon as possible before the test date.

MULTIPLE EXAMINATIONS SCHEDULED FOR SAME DAY: If you have applied to take a written test announced by another jurisdiction scheduled to be held on the same test date as this written test, you must call (518) 447-7770 no later than two weeks before the test date to make arrangements for taking all tests at one test site.

ADMISSION TO EXAMINATION: Albany County Civil Service does not acknowledge receipt of applications but all applicants are notified of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. **Applicants who have not received notice by this deadline should contact Albany County Civil Service.**

- Every candidate should bring their notice to appear, social security number and a Photo ID to the examination. Do not interpret a notice to appear for, or actual participation in, the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made in the application. These statements may not be verified until after the examination has been held. Those candidates not meeting the requirements are disqualified at that time.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: 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. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement.

MEDICAL EXAMINATIONS: Candidates may be required to have a medical examination to determine if they are physically capable of performing the duties of the position.

ELIGIBLE LISTS: Eligible lists are established for a minimum duration of one year but may be extended, before expiration, for a total of not more than four years. Changing conditions may make it necessary to certify to future vacancies at higher or lower salaries than those originally announced.

PREFERENCE IN APPOINTMENT: Pursuant to New York State Civil Service Law § 23-4a, preference in appointment may be given to eligible candidates who have been legal residents of the civil division where the vacancy, or anticipated vacancy, exist for one (1) year from appointment.

CONTACT THIS OFFICE AT 447-7770 WITH ANY QUESTIONS AND BE SURE TO FILE YOUR APPLICATION PROMPTLY.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER