

Instructions for Paramedic Applicants

Your application cannot be processed and you will not be added to the list unless you complete the following steps in the application process at time of submission. Please refer to this list regularly as you go through the application and double check to make sure everything is included before completion:

1. Complete the driver's license section of the application.
2. In the section of the application labelled **LICENSES/CERTIFICATES OR OTHER AUTHORIZATIONS TO PRACTICE A SKILL, TRADE OR PROFESSION** you must include the following information:
 - a. NYS Paramedic certification number
 - b. Initial date of Paramedic licensure/certification in month/year format. *(In addition you will need to put your initial date of certification as an EMT-B in month/year format to the best of your recollection on the resume you attach at the end. See section 4b below. We cannot count experience as an EMT without the initial date of licensure as an EMT-B)*
3. In the **EMPLOMENT EXPERIENCE** section of the application please include only experience as an EMT/Paramedic **and/or** experience directly providing emergency medical care gained **after** your initial date of licensure as an EMT-B. No other experience can count towards your score in the evaluation of your application. All experience listed must have the "EMPLOYED FROM" and "EMPLOYED TO" fields filled out in month/year format. Also complete the field labelled "AVERAGE NUMBER OF HOURS PER WEEK". Experience is prorated according to this formula required by NYS:
0-10 hrs. on average per week = 0 time *(please select the option for ¼ time on the electronic application.)*
10-25 hrs. on average per week = ½ time
More than 25 hrs. on average per week = full time
(Note: you will also have to include this information on the resume you attach in step #4 below but for that section you must indicate a single number that is your best estimate of the average...not a range and not time listed as a fraction e.g. ¼, ½, or ¾ time. See below.)
4. After completing the application form you will have the option to attach additional documents. You **MUST** attach the following items:
 - a. Photo/scan of the front of your current EMT certification card, preferably in pdf or jpeg format. Do not attach a photo of an expired card.
 - b. **A copy of your resume that:**
 1. lists all emergency medical experience and next to each item please indicate average number of hours worked per week boiled down to a single number to the best of your estimation. Do **NOT** list a range and do **NOT** phrase it as "half-time", "part-time", "1/4 time" etc." We need a single number in order to evaluate using a NYS-provided scoring matrix.
 2. includes your initial date of certification as an EMT-B in month/year format to the best of your recollection on the resume. We cannot count experience as an EMT without the initial date of licensure as an EMT-B.
 3. indicates whether you have a grant of medical control privilege from one of the three agencies we recognize: REMO, AAREMS or Mountain Lakes. **If you are not on line with any of those three, please contact them and complete the process BEFORE applying.**

We evaluate all applications submitted in the month following the month of submission and send out a results letter by mail when the review is complete. Qualified applicants are on the eligible list for one year from the date on this results letter. To maintain continuous active status on the list please re-apply at least a month and a half before your eligibility expires. The eligible list is used only by the following two jurisdictions: Guilderland EMS and the Albany County Sheriff's Dept.'s EMS Division. They request a certification of the list periodically from Albany County Civil Service to fill vacancies as they arise. Albany County Civil Service is not directly involved in the canvassing, interview or appointment process so all inquiries after you are added to the list about a particular employment opportunity should be directed to the jurisdiction in question, Guilderland or the Sheriff's Dept. If you see a job posting from one of these jurisdictions and you are already active on the eligible list you do not need to re-apply for the EMT exam with Albany County Civil Service as your name should appear on the list certification we send to them to fill the vacancy. Questions about your application, scoring, and list status can be directed to Albany County Civil Service at the following email address: CSINFO@albanycounty.com

Please read the entire exam announcement on the next two pages before continuing with the application process.

ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE

112 STATE STREET, ROOM 900 ALBANY, NEW YORK 12207

CIVIL SERVICE PORTAL: <https://albany-portal.mycivilservice.com/> EMAIL: csinfo@albanycounty.com

Revised: 2/9/21

ANNOUNCES A CONTINUOUS RECRUITMENT PROMOTIONAL EXAMINATION FOR **PARAMEDIC**

Exam # 50012

APPLICATIONS ARE ACCEPTED CONTINUOUSLY. CIVIL SERVICE STAFF REVIEWS APPLICATIONS PERIODICALLY AS NEEDED. THE REVIEW PROCESS CANNOT BEGIN UNTIL AN APPLICANT HAS SUBMITTED ALL NECESSARY CERTIFICATION DOCUMENTATION: 1) COPY OF PARAMEDIC CARD AND 2) COPY OF NYS DRIVER'S LICENSE.

Successful candidates' names will be inter-filed on the eligible list for a period of one (1) year. Names will appear on the list in the order of the final score regardless of the date the examination was taken.

FILING FEE: \$20.00 non-refundable filing fee for each application submitted. Submit application and credit card payment online via the Civil Service Portal at the web address above. If submitting a paper application, make check/money order payable to the Albany County Director of Finance. Include exam number on your check. Cash will be accepted if applying in person. **A maximum of two (2) application filing fees per calendar year will be waived for current legal residents of Albany County and/or current employees of a department of Albany County Government and/or a military veteran or an active-duty service member.** (Employees of NYS Government, school districts, towns, villages and libraries are not eligible for the employee waiver but may be eligible for the resident waiver.) Submission of a filing fee, even if you are eligible for a waiver, shall constitute relinquishment of the waiver and payment will be deposited. You may use any remaining waivers within the calendar year.

VACANCIES: The list will be used to fill future vacancies as they occur in the jurisdictions covered by Albany County Civil Service.

SALARY: Varies by location.

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 department where the vacancy exists for twelve (12) months as an Emergency Medical Technician. Must be a licensed Paramedic and have a grant of medical control privilege from one of the following agencies: REMO, AAREMS or Mountain Lakes Regional EMS Council.

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.

SENIORITY 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 applicant's training and experience. **Copies of the required certifications and licenses must be submitted with the application.** A summary of the applicant's training and experience is required for this examination. In the 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, and exact dates of employment.

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. **It is crucial that the average number of hours worked per week be specified for all qualifying experience listed on the application.** Applicants who submit an incomplete application and insufficient qualifying documentation may be disqualified. Vagueness and ambiguity will NOT be resolved in your favor.

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. To remain on the list continuously, subsequent application must be received prior to eligibility expiration date.

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.

♦ If submitting a paper application, use form ACS-21, the Albany County Application for Examination and Employment. All forms and other information may be found on our website, www.albanycounty.com/civilservice .

PLEASE READ THE FOLLOWING PAGE(S) FOR ADDITIONAL IMPORTANT INSTRUCTIONS

GENERAL INSTRUCTIONS TO APPLICANTS

Application Filing Fee Waiver for County Residents, County Employees and/or Military Veterans/Active-Duty Service Members

A maximum of two (2) application filing fees per calendar year will be waived for current legal residents of Albany County and/or current employees of Albany County government and/or a military veteran or an active-duty service member. Submission of a filing fee, even if you are eligible for a waiver, shall constitute relinquishment of the waiver and payment will be deposited. You may use any remaining waivers within the calendar year. If you have any questions regarding this policy, please email csinfo@albanycounty.com.

APPLICATION PROCESS/FORMS: Submit application and credit card payment online via the Civil Service Portal: <https://albany-portal.mycivilservice.com/>. If submitting a paper application, make check/money order payable to the Albany County Director of Finance. Include exam number on your check. Cash will be accepted if applying in person. If submitting a paper application, use form ACS-21, the Albany County Application for Examination and Employment. All forms and other information may be found on our website: www.albanycounty.com/civilservice. If you do not have access to a computer, you can request application forms or announcements by mail or by visiting our office at:

ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE, 112 STATE STREET, ROOM 900, ALBANY, NY 12207

The applicant should be certain that all required sections of the application are completed or disqualification may result. **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: If a college transcript is required per the announcement, copies of the original are acceptable and should be submitted with the application or as soon as possible after applying. See our transcript policy at: www.albanycounty.com/civilservice

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. On a paper application, when entering average number of hours worked per week, enter a single number that is the closest approximation and **not** a range.

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 on or before 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.
- If a veteran previously received five (non-disabled) points on an open-competitive examination and subsequently became certified as disabled, he or she would be entitled to receive another five (disabled) points on a subsequent examination whether an open-competitive or a promotion examination.
- If a veteran previously received two and one-half (non-disabled) points on a promotion examination and subsequently became certified as disabled, he or she would be entitled to receive another seven and one-half (disabled) points on a subsequent examination whether an open-competitive or a promotion examination.

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.

ALTERNATE TEST DATE POLICY: This policy and the required application can be found on our website: www.albanycounty.com/civilservice. The policy clearly states the specific circumstances whereby a candidate may be eligible for an alternate test date. The candidate will be contacted by email or phone to make arrangements. Be aware that alternate test dates are during our normal business hours.

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 when applying. Candidates who are called to military service after filing an application should contact Albany County Civil Service as soon as possible at csinfo@albanycounty.com or (518) 447-7770.

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.

ELIGIBLE LISTS:

- For continuous recruitment exams, candidates will have their names placed on the eligible list for a maximum period of one year in the order of their exam score regardless of the date on which they took the exam. Rank on the list changes regularly depending on declinations, appointments and new names being added to the list.
- For all other types of exams, eligible lists are in effect for a minimum of one year up to a maximum of four years unless superseded by a new exam.
- Changing conditions may make it necessary to canvass future vacancies at higher or lower salaries than those originally announced.

CONTACT THIS OFFICE AT CSINFO@ALBANYCOUNTY.COM OR (518) 447-7770 WITH ANY QUESTIONS.

THE NEW YORK STATE HUMAN RIGHTS LAW (ARTICLE 15) PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, MARITAL STATUS OR DISABILITY.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER