

# OSWEGO COUNTY



**HUMAN RESOURCES DEPARTMENT**  
46 EAST BRIDGE STREET  
OSWEGO, NEW YORK 13126  
PHONE: (315) 349-8209 + FAX: (315) 349-8254  
oswegocounty.com/humanresources

## EXAMINATION ANNOUNCEMENT

### EMERGENCY MEDICAL TECHNICIAN (EMT) (PART-TIME) (MEXICO SCHOOLS)

**EXAMINATION NUMBER:** 10218 (Open to the Public)  
**LAST FILING DATE:** Wednesday, November 21, 2018 (Applications will **NOT** be accepted after this date)  
**EXAM FEE:** \$20.00 (CHECK OR MONEY ORDER ONLY) (FEE IS NON-REFUNDABLE)

**PAY RATE:** \$75 per event.

**JOB DESCRIPTION:** This position exists in the Mexico Academy and Central School District and involves responsibility to evaluate and provide initial first-aid treatment or emergency medical care to persons requiring medical assistance during school sporting events. An incumbent in this position assists and advises the coaching staff regarding medical conditions and treatment. Work is performed under the direct supervision of the Athletic Director and Athletic Trainer with considerable leeway allowed for the exercise of independent judgment and decision making. Supervision is not a function of this position. The incumbent does related work as required.

**RESIDENCY REQUIREMENTS:** Candidates must be legal residents of Oswego County for a minimum of four (4) months immediately preceding the date of the exam.

**MINIMUM QUALIFICATIONS:**

Education, specialized background, training and experience.

Current valid certification as an Emergency Medical Technician issued by the New York State Health Department. Maintenance of certification required throughout the course of employment.

**SPECIAL REQUIREMENT:** Possession of a current certification in CPR at the Basic Life Support for Healthcare Provider level (American Heart Association) or Professional Rescuer level (American Red Cross) at time of appointment. Maintenance of certification required throughout the course of employment.

Possession of a valid New York State driver's license at time of appointment. Maintenance of license required throughout the course of employment.

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Appointees may be required to meet the requirements of the Security Guard Act of 1993.

**SCOPE OF THE WRITTEN EXAM:** There is no written exam for Emergency Medical Technician (EMT). The only subject of examination will be an evaluation of your training and experience. You are, therefore, asked to include in 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, 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.

In your **summary of experience**, you must specify your dates of 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. Candidates who submit incomplete applications or documentation may be disqualified.

**ILLUSTRATIVE DUTIES:**

- Evaluates and assesses athletic injuries;
- Provides triage, first aid treatment or emergency medical care to persons requiring medical assistance during school sporting events;
- Provides coverage for district athletic events;
- Assists and advises coaching staff regarding medical conditions and treatment;
- May perform practice and pregame taping;
- Must be flexible and willing to work evenings and weekends.

**PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Oswego County. Additional information is available at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

**EXAM FEES:** A non-refundable fee of \$20.00/\$10.00 is required for each separate examination for which you apply. The required fee must accompany your application. Please refer to the "Application for Exam or Employment" for information about fee waiver. Write the name of the exam(s) on your check or money order **payable to Oswego County** and submit the check or money order with your application. **Cash will not be accepted.** A \$20.00 charge will be imposed on checks returned for insufficient funds. You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. No refunds will be made to applicants who are disqualified, fail to appear, or if application is received after the last file date.

**APPLICATION DEADLINE POLICY:** Application/exam fee must be submitted to the Oswego County Human Resources Department before the close of business at 5:00 p.m. on the last file date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date. Applications that are received through inter-office mail, e-mail, or via facsimile must be received before the close of business at 5:00 p.m. on the last file date or they will not be accepted.

**ELIGIBLE LISTS:** Candidates who are successful in this examination and who meet the qualifications will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or on which they took the examination. The names of qualified candidates will remain on the eligible list for one (1) year.

OSWEGO COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

ISSUED: October 26, 2018  
Carol N. Alnutt  
Director of Human Resources

**GENERAL INSTRUCTIONS**

1. Applications and additional information can be obtained at the Human Resources Department, Oswego County Office Building, 46 East Bridge Street, Oswego, New York 13126, or by calling (315) 349-8209, or on the web at <http://www.oswegocounty.com/humanresources>.
2. Applications postmarked after midnight of the **Last Filing Date** will not be considered eligible for this examination.
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.
4. Applicants must answer every question on the application form. Incomplete applications will be disapproved.
5. If special arrangements for testing are required (i.e. religious observance, disability), submit written request describing your needs with the application form.
6. Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" prior to the establishment of the eligible list. Forms are available upon request at the Human Resources Department.
7. Military Service members on active duty on the exam date may request a military makeup exam by calling (315) 349-8209. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
8. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
9. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
10. This examination is being prepared and 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 of exams will apply to this examination.
11. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
12. The eligible list will remain in force for at least one (1) year and may be extended by the Director of Human Resources for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
13. Special Requirement for Appointment in School Districts and CITI: 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 CITI as involving direct contact with students, a clearance for employment from the State Education Department is required.
14. In accordance with the Child Abuse Prevention Act of 1985, candidates for appointment to Oswego County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Oswego County.
15. 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.