

GLEN COVE CIVIL SERVICE COMMISSION

EXAMINATION NOTICE

COMMISSIONERS

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THE GLEN COVE MUNICIPAL CIVIL SERVICE COMMISSION ANNOUNCES AN OPEN-COMPETITIVE CONTINUOUS RECRUITMENT EXAMINATION FOR

EMERGENCY MEDICAL TECHNICIAN (BASIC)

EXAM NUMBER **20091**

ABOUT THIS SERIES: Applications for this title are accepted continuously. This examination is an evaluation of a candidates training and experience based on the exam application and any included supporting documents. Successful candidates will have their names placed on the eligible list in order of their final score, regardless of the date on which they take the test. A candidate's eligibility for appointment begins upon the Commission's rating of the exam and will remain in effect for 4 years. Candidates already on the list may apply for the exam again to improve their score. The Commission reserves the right to terminate or modify this Continuous Recruitment program at any time.

APPLICATION FEE: \$10 Check or Money Order made out to the City of Glen Cove. See the below Application Fee Details section for additional information.

LOCATION OF POSITION/VACANCY: To fill any current or anticipated, full-time or part-time vacancy in the City of Glen Cove.

STARTING SALARY: \$17.50 per hour (part-time)

GENERAL RESIDENCY REQUIREMENTS: Waived for this examination series.

MINIMUM QUALIFICATIONS: Possession of one of the following certificates issued by the New York State Department of Health:

- (a) Emergency Medical Technician-Basic Certificate; OR
- (b) Emergency Medical Technician-Intermediate Certificate;

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State, appropriate for the vehicle to be operated.

DUTIES: Safely operates specially equipped vehicle to respond to medical emergencies when dispatched or otherwise notified of emergency; Assesses patient situation and diagnoses the patient's medical condition determining course of action and treatment and effects the same; Applies rescue techniques and knowledge to effect the safety of persons trapped in vehicles and those otherwise stranded, marooned, or endangered by unusual circumstances; Applies splints or other immobilization devices to reduce dislocation on the scene, as required aids in extricating accident victims from damaged vehicles, while giving emergency medical treatment during the process; Provides basic life support service to stabilize person in life threatening situations resulting from trauma and other medical emergencies including administration of oxygen, suctioning, inserting airways, artificial and cardiopulmonary resuscitation, emergency childbirth, limited medications, anti-shock suit, AED and other medical tasks; Uses a variety of emergency medical equipment in giving emergency treatment on the scene and in transit

such as cervical collars, air splints, suction equipment, cold bags, oxygen and resuscitation equipment, ventilators, airways, pulse oximeter, AED etc.; Determines appropriate medical facility to which patient will be transported and transports patient while providing ongoing medical care on route as necessary; While transporting trauma victims, obtains vital information to be relayed to hospital personnel, such as blood pressure, pulse, respiration, medical history, etc.; Operates a two-way radio for a voice medical emergency radio link with medical control for hospital notification and on-line medical control; Follows all safety procedures including emergency vehicle operation, exposure to bodily fluids, use of personal protective equipment, disposal of medical waste, decontamination of equipment and techniques for proper lifting of patients; Complies with regulations in handling deceased; Maintains proficiency and New York State Emergency Medical Technician certification; May assist with emergency medical training of volunteer EMS personnel and firefighters; May assist in the development and implementation of an operational plan for major catastrophes and natural disasters in order to respond to medical emergencies; Maintains the ambulance and rescue vehicles and their equipment in a ready state including cleaning and decontamination; Orders, maintains and safeguards an inventory of drug and medical supplies and materials to stock the rescue vehicles; Checks emergency vehicle medical equipment daily to insure proper working order; Periodically checks lights and sirens on the emergency vehicle to insure proper operating conditions; Performs routine maintenance and custodial work on equipment and facility when not performing other duties; Maintains records of emergency responses, patient treatment and problems encountered and their solutions rendered in the course of their shift; Maintains required records and/or reports regarding ambulance and emergency medical activities; Prepares a variety of records and reports related to emergency medical care given; Sends reports to appropriate agencies and distributes as necessary throughout the department.

SUBJECT OF EXAMINATION: 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 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. Candidates who submit incomplete applications or documentation may be disqualified.

CROSS FILER STATEMENT: If you have applied for any other Civil Service examination to be given on the same test date for employment with New York State or any other local government jurisdiction, excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each Civil Service agency to make arrangements. You must make your request for these arrangements no later than 2 weeks before the date of the examinations. You must notify all local government Civil Service Agencies with whom you have filed an application of the test site at which you wish to take the examination.

RELIGIOUS ACCOMMODATION/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious observances, religious practices 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 by checking the "Special Arrangement" box on the front of the applications. Candidates who are called to military service after filing an application should send a request for an alternate test date to the City of Glen Cove Municipal Civil Service Commission as soon as possible before the test date.

MILITARY SERVICE MEMBERS: If you apply for an examination during the filing period

but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. You must contact The City of Glen Cove Municipal Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the date of the test.

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law and the City of Glen Cove Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

APPLICATIONS / GENERAL INFORMATION / INSTRUCTIONS: Application forms may be obtained from the City of Glen Cove website GlenCoveNY.gov OR from the office of the Glen Cove Municipal Civil Service Commission, City Of Glen Cove, City Hall, 9 Glen Street, Glen Cove, NY 11542 during any weekday from the posting date through the last filing deadline (except holidays) between the hours of 9:00 AM to 5:00 PM Monday through Friday OR by sending a stamped self-addressed envelope with the applicant's name and address on it, requesting an application for the examination. Applications received/postmarked after the filing deadline will not be accepted.

The applicant should make certain every question on the application is answered, and that the application is complete in all respects. All statements made by the candidates in their application are subject to verification. Candidates will be notified of the disposition of their applications. The Glen Cove Municipal Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

APPLICATION FEE DETAILS: A nonrefundable application fee is required for each separately numbered examination for which you apply. The required fee(s) must accompany your application(s). Please make your personal check or money order payable to the "City of Glen Cove". Please write your name and examination number(s) on the check or money order. Cash will not be accepted. This fee may be waived. See the Application Fee Waiver section of this posting for details. Applicants who do not submit the required fee or receive a waiver of application fee will be denied admission to the test. Applicants whose personal check is returned for whatever reason will be assessed an additional administrative charge of \$35.00. Applicants whose personal checks are returned are to pay the required fee and administrative charge before being admitted to the exam, or they will be denied admission to the exam. If an application is disapproved, your fee will not be refunded. You should carefully review the announced minimum qualifications and any residency requirements. Applications received after the above posted last filing date will not be accepted.

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. "Request for Application Fee Waiver and Certification" forms are available at the Civil Service Office or on-line at: GlenCoveNY.gov

[Click Here for Application Fee Waiver](#)

ADMISSION NOTICES: You will be notified of the time and place of the examination. If you have not received your notice to appear for the written test five (5) days before the date of the examination, call the Glen Cove Municipal Civil Service Commission at (516) 676-4814. Do not interpret a notice to appear for 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 on their application. These statements may not be reviewed and/or verified until after the examination has been given. At that time, those candidates who are disqualified after taking the test will not receive a score.

ALTERNATE TEST DATES: Alternate test dates may be arranged upon review of the

circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Civil Service Office no later than (10) ten business days preceding the examination date. If an emergency prevents you from appearing for the examination, please notify this office no later than 5:00 p.m. on the Monday following the test date providing verifiable documentation of the reason. A determination will be made if you will be allowed an alternate test date.

VETERAN'S CREDIT: 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 date of the application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's credits are available from this office. 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 Credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive additional 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 either received an honorable discharge or was released under honorable conditions in order to be certified at a score including the Veteran's credit.

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 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.

RIGHT TO REQUEST CONSIDERATION OF PROMOTIONAL EXAM: In accordance with Civil Service Law Section 51-3, any employee who believes that a promotion examination should be held for filling any vacancy in this title may submit to the Glen Cove Civil Service Commission a request, in writing, for a promotion examination, stating their reasons why it is practicable and in the public interest to fill the vacancy by promotion examination.

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.

SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS: 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 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.

CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Glen Cove Municipal Civil Service Commission of any change in name or address. No attempt will be made to locate any candidate who has moved.

The City of Glen Cove is an Equal Opportunity/Affirmative Action Employer

(Issued 11/17/09)

GlenCoveNY.gov

[Apply now for this examination -- CLICK HERE -- to download application](#)