

CITY OF NORWICH ANNOUNCES
PROMOTIONAL EXAMINATION
FIRE FIGHTER

EXAMINATION DATE: March 3 , 2012 EXAM NUMBER: 70837
APPLICATIONS MUST BE POSTMARKED NO LATER THAN February 3, 2012.

SALARY: \$41,816 before certification of State mandated fire training.
 \$44,816 after certification of State mandated fire training.

VACANCY: Eligible list will be used to fill future vacancies as they occur for at least one year from the date of the establishment of the eligible list.

DUTIES: This is standardized manual work of a hazardous nature; involving controlling and extinguishing fires, protecting life and property, performing various fire prevention duties, and maintain equipment. Instructions are usually received from an assigned supervisor, but there is considerable independent responsibility for the exercise of second judgment in emergencies. Routine maintenance and custodial work on station and equipment is performed under general supervision. Performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must have been employed as a Fire Assistant in the Norwich Fire Department for one year immediately preceding the date of examination. Candidates must also meet the following requirements on or before the date of the written test:

EDUCATION:

Must possess a high school diploma or a high school equivalency diploma.
Must possess an Advanced Life Support Certification at time of appointment and must maintain same during length of employment with the fire department.
Must possess a valid New York State Driver's License at time of appointment and maintain it during employment as a Firefighter.

AGE: Candidates must be at least 18 years old on or before March 3, 2012 to be admitted to the written test and to be eligible for appointment. There is no maximum age for taking the test or appointment.

RESIDENCE REQUIREMENTS: Candidates must be legal residents in the State of New York for at least one month immediately preceding the date of the written test. Preference in certification for appointment may be given to successful candidates who have been residents of the municipality in which appointment is to be made for at least one month immediately preceding the date of the written examination.

CITIZENSHIP: United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

MEDICAL, PHYSICAL AND PSYCHOLOGICAL TESTS:

These qualifying portions will be held at a later date. If you pass the written portion and are given an offer of employment, you will then be scheduled for a medical examination including drug screening, physical fitness test and a psychological evaluation. Any offer of employment is contingent on the passage of all examinations and evaluations. The four elements measured in the qualifying physical fitness test are muscular endurance, flexibility, absolute strength and cardiovascular capacity.

Failure on a part of qualifying test will remove your name from further consideration for appointment.

Copies of the physical fitness and medical standards are available upon request from the Norwich Civil Service Commission.

BACKGROUND INVESTIGATION: Candidates will be subject to an extensive background check which includes a fingerprint check. Prior conduct and behavior as well as general reputation will be reviewed to determine fitness of character. Military service, education and prior work experience are all subject to investigation and verification. Sealed records (except Youthful Offender) will be reviewed. Interviews with neighbors, businesses, friends and relatives may also be conducted. Conviction of a felony will bar you from examination and appointment; conviction of a misdemeanor or other offense may so bar you. Failure to provide requested information within ten days will result in removal from the eligibility list.

SUBJECT OF WRITTEN EXAMINATION:

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 conclusion based on the information in the statements.
3. Mechanical reasoning.
The questions in this subtest 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 fire fighting field. Knowledge of the subject matter of the reading selection is generally not related to successfully answering the questions.

STUDY GUIDE: “A Guide to Taking the Written Test for Firefighter Series” will be available online at www.norwichnewyork.net, you will find a link to it on the Human Resources Department home page; or you may pick up a copy at Norwich Civil Service Office at One City Plaza, Norwich, NY, Room 202, anytime between 9:00 A.M. and 5:00 P.M., Monday thru Friday.

CALCULATORS: Candidates are permitted to use a slide rule or non-programmable battery-operated calculator for this examination. A slide rule or a calculator may facilitate the performance of routine calculations but is not necessary to answer questions in this exam.

NOTE: Any member of the Armed Forces of the United States of America who, having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivision and who, due to active military duty is deprived of the opportunity to compete in such examination, shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission by way of a special military make-up examination.

EXAMINATION FEE: A fee of \$20.00 for city of Norwich residents and \$25.00 for non-residents 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 City of Norwich. **DO NOT SEND CASH.** Write the examination number(s) and your Social Security number on the check or money order. Applicants whose application forms are not accompanied by the appropriate fee or whose personal check is returned for insufficient funds will not be considered as candidates. Checks returned for insufficient funds will subject you to penalties as provided by law.

As no refunds will be made if your application is disapproved, be sure to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Examination fees are payable at the Finance Office in City Hall.

GENERAL INFORMATION:

1. Application Forms are available from the Department of Human Resources, City Hall, One City Plaza, Norwich, NY. 13815.
2. Saturday Sabbath observers; disabled individuals; active military members: If special arrangements for testing are required, indicate this on your application form, or inform the Department of Human Resources in writing.
3. 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 no later than two 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 your examination.

4. Candidates wishing to take more than one examination must complete the Application for Employment or Examination form for each request.
5. All experience required to meet the minimum qualification section is paid full-time experience unless otherwise noted.
6. Applicants must answer every question on the application form and make sure the application is complete in all respects. Incomplete applications will be disapproved.
7. Falsification of any part of the Application for Examination or Employment will result in disqualification.

8. Accepted candidates for examination will be notified of when and where to appear for the examination. Candidates will not be admitted to the examination unless they have an admission notice. Disqualified candidates will be sent a notice. The Civil service Commission does not make formal acknowledgments of the receipt of an application or take responsibility for non-delivery of mail or postal delays.

 9. 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 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.
10. The duration of an eligible list may be fixed for a minimum period of one and not more than four years.

 11. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

 12. If you move, it is your responsibility to notify the Department of Human Resources of your new address. The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in your being passed over for appointment.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Posted: January 23, 2012