

**CITY OF NORWICH ANNOUNCES**

**FIREFIGHTER**

Civil Service Exam held in the City of Norwich.  
(Open to the public)

<u>Exam Date</u>	<u>Exam Number</u>	<u>Application Fee</u>	<u>Application Deadline</u>
January 13, 2024	85609	\$20.00 for City Residents \$25.00 for non-residents	November 30, 2023

\*The non-refundable Application and Administrative Fee must be submitted at time of application.

A “fee waiver” is available to candidates who meet the requirements.

It is the applicant’s responsibility to clearly show that they meet the minimum qualifications for the position.

**Salary:** \$51,637.44 before certification of State Mandated fire training.  
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**Vacancy:** This examination is being held to establish an Eligible List to fill all future Full-time vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from the Eligible List. Once appointed, there will be a probation period of 8-52-weeks based on performance of duties.

**Residency 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 and reside within thirty (30) miles of the central fire station. 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 test.

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma.

**Special Requirements at Time of Appointment:** EMT-B Certification must be completed within 90 days of appointment issued by the New York State Department of Health-Emergency Medical Service Bureau and maintained during employment as a fire fighter. Preference will be given for possession of an Advanced Life Support Certification that must be maintained during employment as a firefighter. Possession of a valid New York State Driver’s license at time of appointment and maintained during employment as a Firefighter.

**Anticipated Eligibility:** Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days’ qualification must be submitted prior to the establishment of the eligible list.

**Job Description:** This is standardized manual work of a hazardous nature involving controlling and extinguishing fires, protecting life and property, performing various fire prevention duties, and maintaining equipment. Instructions are usually received from an assigned supervisor, but there is considerable independent

responsibility for the exercise of sound judgment in emergencies. Routine maintenance and custodial work on station and equipment is performed under general supervisor. Performs related work as required.

**Background Investigation:** Candidates are subject to a thorough background investigation including a psychological evaluation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such an investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification.

**Qualifying Physical Agility Test:** Qualified applicants are encouraged to maintain good physical fitness practices as they will be called to the physical fitness test on an as needed basis. Complete testing policy and description of the physical fitness test and requirements are available in the Department of Human Resources upon request.

**Subjects of examination:** A test designed to evaluate knowledge, skills and /or abilities in the following areas.

- 1. Ability to learn and apply information** These questions test for the ability to learn new information and apply it to answer questions effectively. Candidates will read information presented in a Training Lesson and then answer questions regarding the information and procedures covered in the Training Lesson. All information needed to answer the questions will be provided in the Training Lesson, and candidates will be able to refer to the Training Lesson when answering the questions. Some of the questions may require candidates to combine information from different portions of what has been learned in the Training Lesson. No prior knowledge of any specific job or subject matter is needed.
- 2. Basic arithmetic** This section requires candidates to use basic arithmetic (add, subtract, multiply, divide) to find a missing value in a table of numbers. Candidates will not need to refer to the Training Lesson or any other section of the test to answer the questions in this section. All information needed to answer each question will be contained in this section. No knowledge of firefighting or any other job is required. **Candidates should bring a hand-held battery- or solar-powered calculator for use on this test.** Candidates will **not** be permitted to use the **calculator** function on their **cell phone**.
- 3. Reading comprehension** These questions test for the ability to understand written materials (e.g., sentences, passages) and answer questions about the information presented. Candidates will be provided with reading passages, followed by questions related to each passage. Each question will require candidates to demonstrate that they have read and understood the information contained in the passage.
- 4. Situational judgment** This section tests for the ability to identify appropriate and effective responses to work-related challenges. Candidates will be presented with several scenarios that reflect the types of challenges one could encounter in a work environment. They will then be asked to rate the effectiveness of a number of possible responses to each scenario.

A Guide for the Written Test for **Firefighter** is available at the New York State website:

<https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

USE OF CALCULATOR IS RECOMMENDED. Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with Typewriter, Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language, Translators, Dictionaries, or any similar devices are prohibited. Cell phones, Smartwatches or any similar electronic devices are prohibited. You may not bring books or other reference materials. **You will not be permitted to use the calculator function of your cell phone.**

**EMERGENCY CANCELLATION OF EXAMS WIL BE ANNOUNCED ON:  
WBKT 95.3 RADIO STATION.**

Applications and further information may be obtained by visiting the City of Norwich Department of Human Resources website at <https://www.norwichnewyork.net/government/human-resources.php>. Completed applications and application fee must be filled by 11:59 p.m. on **November 30, 2023.**

It is the candidate's responsibility to keep their contact information (email address, phone number & USPS mailing address) current. To be considered for preference in certification based on residency, you must include your legal residence and the city you live in.

If a candidate **fails to receive an admission letter** at least seven days prior to the examination date, you should contact the Department of Human Resources directly.

Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under **"Religious Accommodation"**. We will make arrangements for you to take the test on a different date (usually the following business day).

Disabled persons: If special arrangements for testing are required, indicate this on your applications form.

**CROSSFILER:** Applying for Civil Service Examinations in Multiple Agencies When the Exams are Scheduled on Same Date: If you have applied to take a written test for other local jurisdictions (county, town, city) scheduled on the same test date as this written test, you must notify each of the local jurisdictions no later than **two weeks** before the test date of the test site at which you wish to take your examination, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State Examination center. You must provide a list of all exam titles, numbers, and locations for which you have applied.

\*The required **NON-REFUNDABLE application and administrative fees** must be submitted at time of application. If your application is disapproved, the fees will not be returned to you. Do not send cash. If you are approved and do not appear for the examination, you forfeit the fees as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b) an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. The Fee Waiver Form can be at the City of Norwich, One City Plaza Norwich NY 13815 or online at <https://www.norwichnewyork.net/pdfs/Civil-Service-Fee-Waiver.pdf>.

**Special requirement for appointment in school districts or 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.

In conformation 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.

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 subdivisions 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.

**Evaluation of foreign post-secondary education:** Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service, you must pay the required evaluation fee.

**Public Service Loan Forgiveness Program (PSLFP)** – The PSLFP Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

The City of Norwich is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and in certain circumstances pursuant to Executive Law 295, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Posted: 10/23/2023