

PLEASE POST CONSPICUOUSLY

MADISON COUNTY PERSONNEL/CIVIL SERVICE  
138 N. COURT STREET/PO BOX 636  
WAMPSVILLE, NEW YORK 13163  
(315) 366-2341

**\*\* Please note: Madison County Offices are currently open to the public by appointment only.\*\***

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**#800-20 PARAMEDIC (PT)**  
**(Continuous Recruitment)**

**EXAM DATE:** Continuous Recruitment      **APPLICATION FILING FEE:** \$15.00 \*      **APPLICATION/FEE DEADLINE:** Fee required at time of application submission

To apply for exams,

- **Online:** Go to <https://madison-portal.mycivilservice.com/>. A \$15.00 application fee \*plus \$1.00 surcharge is required for credit or debit card payments.
- **By Mail:** Applications can be downloaded from the Personnel Department’s website at: <https://www.madisoncounty.ny.gov/301/Personnel-Forms>. Must include a \$15.00 **money order** made payable to *Madison County Treasurer*. Cash or checks are not accepted.
- Applications and non-refundable payment must be received or postmarked by the application deadline. Disapprovals will not result in a refund. Carefully compare your qualifications against the minimum qualifications listed on the announcement and apply for only those examinations for which you clearly meet the required qualifications.

**SALARY:** Varies

**VACANCIES:** The eligible lists established as a result of these examinations will be used to fill present and future vacancies as they occur in those villages or special districts whose civil service is administered by the Madison County Department of Personnel/Civil Service.

**RESIDENCY:** There are no residency requirements for this examination. Preference in certification may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification.

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for responding to emergency medical requests to evaluate quality and quantity of aid required and supply assistance. This position requires the ability to diagnose moderately complex to complex medical conditions and administer appropriate emergency treatment. The work is performed under the direct supervision of the Chief of Operations or a Supervising Paramedic with considerable leeway allowed for the exercise of independent judgment. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and current New York State certification as an EMT-Paramedic.

**SPECIAL REQUIREMENT:** Candidates must possess a valid NYS Driver’s License at the time of appointment and maintenance of said license for the duration of appointment.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification

**SUBJECTS 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.

**Candidates Responsibility:** It is the responsibility of candidates to provide all necessary documentation and to complete all relevant parts of the application. To receive credit for experience--either qualifying or against a rating scale--you must show basic information such as employer name and address, name and title of supervisor, hours worked per week, dates of employment to include month and year started and ended, etc. A copy of a verifiable transcript for required education and a copy of the required license or professional certificate **must be submitted**.

**ELIGIBLE LISTS:** Successful candidates will have their names placed on the eligible list in the order of final scores. The names of qualified candidates will remain on the eligible list for one year. Candidates may apply for retests at six month intervals.

This examination is prepared 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, Rules and Regulations dealing with the rating of examinations will apply to this examination.

**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.** You may call/write the Madison County Personnel/Civil Service Department, P.O. Box 636, Wampsville, NY 13163; (315) 366-2341 or you can download the form from the Madison County Personnel Department’s website [www.madisoncounty.ny.gov/301/Personnel-Forms](http://www.madisoncounty.ny.gov/301/Personnel-Forms).

**ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF DEPUTY SHERIFFS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with section 85-a of the Civil Service Law, children of deputy sheriffs 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 deputy sheriff 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.

**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 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 credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may apply for and be conditionally granted veteran’s credit 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 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 credit.

ISSUED: September 30, 2020

Eileen M. Zehr  
Madison County  
Personnel Officer

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER