

PLEASE POST CONSPICUOUSLY
MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES
138 NORTH COURT STREET / P.O. BOX 636
WAMPSVILLE, NEW YORK 13163
(315) 366-2341

#800-20 PARAMEDIC
(Continuous Recruitment)

EXAM DATE:
Continuous Recruitment

APPLICATIONS ACCEPTED UNTIL:
Continuous Recruitment

To apply for exams:

- **Online:** Go to <https://madison-portal.mycivilservice.com/exams>.
- **By Mail:** Applications can be downloaded from the Department of Human Resources website at: <https://www.madisoncounty.ny.gov/301/Human-Resources--Forms>.

SALARY: Varies in those jurisdictions whose Civil Service is administered by the Madison County Department of Human Resources.

VACANCIES: The eligible list established as a result of this examination will be used to fill present and future vacancies as they occur in those jurisdictions whose civil service is administered by the Madison County Department of Human Resources.

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 and administering first aid treatment or life support care to sick or injured persons in prehospital settings (at an advanced life support level). This position requires the ability to perform emergency diagnostic and treatment procedures caused by either disease or injury. Treatment is performed in accordance with New York State Collaborative and the Agency's Medical Director's protocols. 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 judgement. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Possession of a certification from the New York State Department of Health as an EMT-Paramedic and must be kept current throughout employment.

SPECIAL REQUIREMENT: Possession of an appropriate and valid driver's license issued by the New York State Department of Motor Vehicles is required at the time of application and maintenance of said license for the duration of appointment.

PRE-PLACEMENT PHYSICAL AND CONTROLLED SUBSTANCES SCREENING: When you are offered a permanent, full-time or permanent, part-time appointment at Madison County, the offer of employment will be contingent upon successful completion of a pre-placement physical and controlled substance screening prior to employment.

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**.

If your certification from the New York State Department of Health as an EMT-Paramedic expires while you are active on the eligible list, it is your responsibility to provide an updated certification. Failure to do so will make you inactive on the eligible list until such time an updated EMT-Paramedic certification is received in the Madison County Department of Human Resources.

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 (1) year. Candidates may apply for retests at six (6) month intervals.

NOTE: You cannot be permanently appointed to more than one (1) Madison County municipality within one (1) year of the first appointment. You can reapply after one (1) year to be considered for a permanent appointment at another Madison County municipality.

SECTION 23-2: 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.

ADDITIONAL CREDIT: 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.

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 if using Disabled Vet Credits, 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.

UPDATED: January 22, 2025

Ryan D. Aylward
Madison County
Director of Human Resources

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER