

Please Post Conspicuously

**OTSEGO COUNTY ANNOUNCES A DECENTRALIZED TRAINING AND EXPERIENCE EXAMINATION
FOR**

Basic Life Support Technician #11-202521

SALARY: \$44,912 - \$52,412

LAST DATE TO FILE: Applications must be received by the Otsego County Personnel/Civil Service department or postmarked no later than November 30, 2025

VACANCIES: The eligible list resulting from this examination will be used to fill vacancies as they occur in the Otsego County Ambulance Department under the jurisdiction of the Otsego County Personnel/Civil Service Department.

FILING FEE: A fee of \$15.00 is required for each separately numbered examination for which you apply. The required fee must accompany your application. If applying online you may submit your payment online or you can make **money order** payable to County of Otsego and write the examination title(s) and examination number(s) on your money order. **PERSONAL CHECKS AND CASH WILL NOT BE ACCEPTED. NO EXCEPTIONS.** As no refunds will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. No determination of eligibility will be made prior to filing of applications.

APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the 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. This form can be obtained at the Personnel/Civil Service Department or on our website at www.otsegocountyny.gov

ALTERNATE TEST DATE POLICY: Under specific circumstances an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of emergency no later than 4:30 PM on the next business day following the test. A copy of the Alternate Test Date Policy is available on the County's website at www.otsegocountyny.gov, or by calling the Personnel/Civil Service Department at 607-547-4239. **IN NO CASE SHALL THE EXAMINATION BE GIVEN LATER THAN THE FOLLOWING SATURDAY.**

RESIDENCY REQUIREMENT/PREFERENCE: There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who have been residents of Otsego County for at least one month immediately preceding the scheduled date of the written examination.

BACKGROUND INVESTIGATION: Applicants will 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 will result in disqualification.

RELIGIOUS ACCOMMODATION-DISABLED PERSONS-MILITARY MEMBERS: Applicants whose religious beliefs 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 on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Otsego County Personnel/Civil Service Department as soon as possible before the test date. 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 make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

VETERAN'S CREDIT: Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veterans Credits" accompanied by the form DD-214 prior to the establishment of the eligible list. **IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS DEPARTMENT. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS DEPARTMENT PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.** 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 credits.

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 department 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.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class responds along with a volunteer ambulance crew to the scene of emergencies. The Basic Life Support Technician provides first-aid and emergency medical treatment to injured or ill persons both at the scene and while en-route to a hospital or an air transport landing zone and monitors a patient's medical condition and vital signs during transport. The

incumbent also stands by at the scene of non-medical emergencies to monitor the medical condition of emergency services personnel working at the scene and to provide medical treatment if needed. Patient care is delivered within the scope of the employee's Emergency Medical Technician Certification as regulated by the New York State Department of Health, and the medical directives of medical control facility doctors. Work is performed under the administrative supervision of the Director of E-911 Communications with general oversight being provided by the Emergency Services Coordinator. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND:

(A) Emergency Medical Technician (EMT); **OR**

(B) Emergency Medical Technician – Defibrillation (EMT – D).

SPECIAL REQUIREMENTS:

1. At time of appointment and continuing throughout employment an appointee/incumbent must possess the following; • A valid New York State Class D Driver License and a driving record acceptable to the employing municipality's insurance carrier; and • A current Cardiopulmonary Resuscitation (CPR) course completion certification card in either: CPR for Professional Rescuers issued by the American Safety and Health Institute; or CPR for Health Care Providers issued by the American Heart Association; or CPR for the Professional Rescuer issued by the American Red Cross; or any other CPR certificate deemed appropriate for an EMT or EMT-D by the New York State Department of Health; **AND**

2. Following appointment appointees must continue to satisfy all New York State mandated continuing education and testing requirements needed to maintain EMT or EMT-D certification.

3. Following appointment appointees must maintain current certification to practice as an EMT or EMT-D throughout employment.

NOTES:

1. Applicants may be approved conditionally to take civil service examinations if the minimum educational requirement is met within twelve (12) months from the examination date.
2. As proof of satisfactory completion of the minimum educational requirement, conditionally approved candidates are responsible for submitting appropriate documentation within twelve (12) months of taking the exam.
3. Names of conditionally approved candidates will be restricted on the eligible list and will not be certified for appointment(s) until appropriate documentation is received.

SUBJECT OF EXAMINATION: The only subject of this 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.

PREPARATION/RATING OF EXAMINATION: This examination will be prepared and rated in accordance with Section 23 (2) of the Civil Service Law. The provisions of the New York State Civil Services Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

APPLICATIONS AND ANNOUNCEMENTS may be obtained by writing or calling the Otsego County Personnel /Civil Service Department, 197 Main Street, Cooperstown, New York 13326. (607) 547-4239 or downloaded from the County's website at www.otsegocountyny.gov

NOTICE: ONLY APPLICATIONS SUBMITTED TO THE OTSEGO COUNTY PERSONNEL DEPARTMENT WILL BE CONSIDERED FOR THIS EXAMINATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION. ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION.

A separate application must be filed for **EACH** examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Otsego County Personnel Department reserves the right to accept or to reject applications/fees submitted/postmarked after the last announced filing date. The Otsego County Personnel Department is **NOT** responsible for lost or misdirected mail. **NOTE:** Unless otherwise specified, all required experience must be full time paid or its part time paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor.**

Dated: October 18, 2025

OTSEGO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

PHONE: 607-547-4239

www.otsegocountyny.gov