

PLEASE POST CONSPICUOUSLY

# THE CITY OF NEWBURGH CIVIL SERVICE COMMISSION ANNOUNCES

OPEN COMPETITIVE EXAMINATION NO. 63016 FOR

## FIREFIGHTER

**DATE OF EXAM**

MARCH 19, 2016

**FILING PERIOD**

JAN 11- FEB 11, 2016

**STARTING SALARY**

\$43,162

**FIREFIGHTER EXAM NO. 63016**- CITY OF NEWBURGH FIRE DEPARTMENT. 22 GRAND STREET, NEWBURGH, NEW YORK. The resulting eligible list will be used to fill future vacancies.

**GENERAL STATEMENT OF DUTIES:** Protects life and property by performing fire fighting, emergency aid, hazardous materials and fire prevention duties. Maintains fire equipment, apparatus and facilities. Works under the general supervision of a Fire Captain or Lieutenant. Does related work as required.

**MINIMUM QUALIFICATIONS/REQUIREMENTS TO APPLY:**

\***RESIDENCY:** Candidate must be legal resident of Orange County at the time of application. Preference in appointment may be given to successful candidates who have been legal residents of the City of Newburgh for at least 30 days preceding the date of the written exam and continuously up to and including the date of appointment. Proof of residency will be required. It is the responsibility of each candidate to notify the civil service office, in writing, of any change in address.

\***FILING FEE:** There is a **\$50.00** application filing fee. The fee is non-refundable therefore each candidate should be sure they meet the minimum qualifications and complete the application in full. NO PERSONAL CHECKS ACCEPTED. CASH OR MONEY ORDERS MADE PAYABLE TO THE CITY OF NEWBURGH ONLY. IT IS THE RESPONSIBILITY OF THE APPLICANT TO SEE THAT HIS/HER APPLICATION IS FILED WITH THE OFFICE OF THE CIVIL SERVICE COMMISSION, CITY HALL, 83 BROADWAY, NEWBURGH, NEW YORK, NOT LATER THAN FEBRUARY 11, 2016. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF FEBRUARY 11, 2016. (See reverse side for fee waiver information).

\***AGE:** There is no age limit to take the exam.

\***EDUCATION:** Graduation from high school or its equivalent.

**MINIMUM QUALIFICATIONS REQUIRED ON OR BEFORE APPOINTMENT:**

\***RESIDENCY:** Must be legal resident of Orange County at time of appointment.

\***CITIZENSHIP:** United States citizenship is required at the time of appointment.

\***LICENSE:** Possession of a valid New York State driver's license.

\***CRIMINAL RECORD:** Conviction of a felony crime will bar and conviction of a misdemeanor may bar participation in examination and appointment. A background check will be completed for all candidates prior to appointment.

**SUBJECT OF EXAMINATION:** The written test will be designed to test for knowledge, skills and abilities in the following areas:

- 1. ADVISING AND INTERACTING WITH OTHERS.**
- 2. USING LOGICAL REASONING TO DRAW VALID CONCLUSIONS.**
- 3. MECHANICAL REASONING.**
- 4. UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL PERTAINING TO FIRE.**

A copy of A Guide for the Written Test for Firefighter is available at the NYS website [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm). Candidates not having access to the internet may request a copy from the Newburgh Civil Service Office.

**SEE REVERSE SIDE**

**MEDICAL AND PHYSICAL AGILITY TESTS:** Applicants who successfully pass the written examination and who are conditionally offered employment will also be required to pass a medical and physical agility test. The medical and physical agility standards are based upon the requirements of the National Fire Protection Association. The expense for the basic medical and agility tests will be paid by the City of Newburgh. In the event more extensive medical testing is required by the examining physician, the cost incurred will be the responsibility of the candidate.

**THE PASSING GRADE FOR THE WRITTEN EXAMINATION IS 70.0.**

This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the rating and review of examination apply.

**CALCULATOR STATEMENT:** Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS FILING INSTRUCTIONS TO CANDIDATES APPLYING FOR CIVIL SERVICE EXAMS IN MULTIPLE JURISDICTIONS WHEN EXAMS ARE SCHEDULED FOR THE SAME DATE:** If you have applied to take any other NYS civil service exams on the same date, you must make arrangements to take all the exams at one test site. You must notify all civil service agencies with whom you have filed an application, of the test site at which you will appear to take your exams no later than three weeks before the exam date. If you have applied for both State and Local civil service exams, you must make arrangements to take all your exams at the State exam site by calling (518) 457-7022 no later than two weeks before the exam date.

**APPLICATION FILING FEE WAIVER:** A waiver of the application filing fee will be allowed if you are unemployed and primarily responsible for the support of a household. Individuals who can be claimed as a dependent on any other person's tax return are NOT eligible for application fee waiver as head of 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. Any candidate applying for this waiver must complete a "Request for Application Fee Waiver and Certification" form and submit it with the application for the exam before the last filing date as stated on the exam announcement. This form is available upon request at the civil service office and also on-line at [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov).

**Note:** Saturday Sabbath Observers- Handicapped Persons; If special arrangements for testing are required, indicate so on your application form.

**VETERAN'S CREDITS:** A disabled or non-disabled veteran who wishes to establish eligibility for additional credits, 10 or 5 points respectively, must claim these credits on the application. The supplemental form included with the application must also be completed and submitted with proof of war service, (DD214).

**ADMISSION NOTICES:** Approved applicants will receive an admission notice approximately one week before the exam date. You are required to bring the admission notice (including those for other agencies) and photo identification to the examination. If you do not receive your admission notice within three days prior to the exam date, call this office immediately.

Applications are available Monday –Friday from 8:30am-4:00pm at the Civil Service Office, City Hall, 83 Broadway, Newburgh, New York 12550 or on-line at [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov).

**THE CITY OF NEWBURGH IS AN EQUAL OPPORTUNITY EMPLOYER**  
**[www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov)**

Richard Gadbois- Chairman  
Thomas Murphy – Commissioner  
Vera Best - Commissioner  
Michelle Mills - Administrator

Issue Date: January 11, 2016