

PLEASE POST CONSPICUOUSLY

THE CITY OF NEWBURGH CIVIL SERVICE COMMISSION ANNOUNCES

PROMOTIONAL EXAMINATION NO. 74142 FOR

ASSISTANT FIRE CHIEF

DATE OF EXAM

JANUARY 25, 2014

LAST FILING DATE

DECEMBER 20, 2013

SALARY

\$78,187

ASSISTANT FIRE CHIEF EXAM NO. 74142- NEWBURGH FIRE DEPARTMENT 22 GRAND STREET, NEWBURGH, NEW YORK. The resulting eligible list will be used to fill any vacancies that now exist or for any future vacancies.

There is a \$15.00 application filing fee for this examination. The fee is non-refundable even for disapproved applicants, therefore, applicants 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 DECEMBER 20, 2013. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF DECEMBER 20, 2013.

GENERAL STATEMENT OF DUTIES: On an assigned shift is responsible for the Newburgh Fire Department. Does related work as required.

MINIMUM QUALIFICATIONS TO APPLY FOR EXAM: EITHER:

- A. Two years of permanent competitive class status as a Fire Captain with the Newburgh Fire Department, OR;
- B. Three years of permanent competitive class status as a Fire Lieutenant with the City of Newburgh Fire Department.

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

- 1. Administrative Supervision
- 2. Educating and Interacting With the Public
- 3. Fire Administration Job Simulation Exercise
- 4. Fire Emergency Job Simulation Exercise
- 5. Preparing Written Material

An expanded scope of the subjects of the examination is available at the civil service office upon request. A written test guide for this exam is available at

www.cs.state.ny.us/testing/localtestguides.cfm

Candidates are encouraged to obtain this publication.

The passing grade for the written examination is 70.0.

SEE REVERSE SIDE

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: The use of calculators for this exam is permitted. Devices with typewriter keyboards, “Spell Checkers”, “Personal Digital Assistants”, Address Books”, “Dictionaries”, or any similar devices are also prohibited for this exam.. 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.

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

SENIORITY CREDITS: Points will be added to an eligible score as follows; One (1) point for each five (5) year period or fraction served in permanent service with the City of Newburgh.

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).

Applications are available at the office of the Civil Service Commission, City Hall, 83 Broadway, Newburgh, New York 12550, or on-line at www.cityofnewburgh-ny.gov.

**NEWBURGH CIVIL SERVICE COMMISSION
AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

www.cityofnewburgh-ny.gov

Richard Gadbois- Chairman
Cindy Holmes -Commissioner
Thomas Murphy - Commissioner
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Issue Date: December 2, 2013