

**TOMPKINS COUNTY CIVIL SERVICE  
VACANCY  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** CLERK/EMS RESPONDER

**SALARY:** \$20/HR

**TYPE OF EMPLOYMENT:** Full Time

**ISSUE DATE:** 11/04/24

**THE FINAL DATE TO FILE APPLICATIONS:** 12/04/24

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 12/05/24

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND a Certified Responder in the medical field, having obtained a level of at least EMT-B.

**SPECIAL REQUIREMENTS:**

Appointees will be required to maintain at least the level of EMS training they were hired at. Appointees will be required to maintain the appropriate State or National Certification (depending on level) as required by the Village.

A valid NYS Driver's License will be required at time of application and must be maintained throughout employment

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for the performance of a variety of systematized clerical tasks, and when requested the incumbent responds and provides emergency medical care along with the Fire Department ambulance crew. The incumbent is given

instructions for new or difficult assignments and supervised by personal observation, review of work in progress or upon completion, and of production records and reports. The work is performed under the supervision of the EMS Administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Reviews documents for accuracy and completeness according to procedures and instructions;
- Sorts large volume production work such as applications and various printed material and official documents into sets of predetermined arrangement and number and assigns sequential numbers to each set;
- Receives incoming unit mail, date stamps and routes to appropriate individual or location for action;
- Receives time cards and enters into computer for weekly payroll;
- Prepares bank deposits as required;
- Issues notifications to affected individuals on specific agency program actions per established procedures;
- Codes various transactions for computer input from source documents per established coding systems;
- Checks arithmetic accuracy of certain calculations;
- Posts receipt of payments for various routine program activities to individual accounts;
- Compares computer printouts with other records for discrepancies, checks source documents to identify the source of error and notes appropriate corrective action for supervisor;
- Obtains and confirms routine data by telephone or form letter and posts results;
- Searches for and/or compiles pertinent information and data;
- Logs receipt of various documents, applications, and forms;
- Alphabetize folders and other records;
- Maintains a file of unit correspondence, various transaction, records, and related materials;
- Answers routine factual telephone inquires and/or refers callers to appropriate office of individual;
- Prepares routine forms and correspondence in response to inquiries;
- Orally provides information to individual members of the public on procedural requirements for various routine program transactions;
- Answers questions from individual members of the public while performing work at a counter or information station;
- May use a standard typewriter keyboard to type correspondence, records and other written materials;
- Responds with ambulance crew when such service is requested by Tompkins County Emergency Control;
- Drive emergency vehicles as needed;
- Provides medical care as per training and protocol;
- Provides medical care on scene and in transport to appropriate medical facility;
- Establishes on-line medical control for further physician direction;
- Responsible for daily inventory of controlled narcotics and other stored medications;
- Checks the ambulance on a regular basis to determine if supplies are properly stocked and that the ambulance is in proper working order; and
- Notifies appropriate fire department officers of items requiring immediate attention.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of office technology, procedures and equipment;
- Working knowledge of business arithmetic functions of addition, subtraction, multiplication and division;
- Ability to follow oral and written instructions;
- Ability to perform clerical operations with number and letters;
- Ability to perform common office record-keeping tasks;
- Ability to perform close detail work involving considerable visual effort and strain;
- Ability to provide basic patient care (i.e. patient assessment, oxygen therapy, fraction splinting and stabilizing, traction splinting, cervical immobilization and shock treatment);
- Ability to provide advanced emergency medical procedures including, but not limited to, intravenous therapy, cardiac monitoring, endotracheal intubation and administration of approved drugs, narcotics, and medications is preferred;
- Ability to communicate both verbally and in writing with other ambulance crew members, hospital staff, chief officers and county dispatchers;
- Ability to document and fill out appropriate forms for all patient interactions; and
- Physical conditions commensurate with the demands of the position.

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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.

**BACKGROUND INVESTIGATION:** Applicants may 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 may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850