



# ERIE COUNTY CIVIL SERVICE OPPORTUNITIES

**APPLICATIONS ACCEPTED CONTINUOUSLY**  
ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to our internet address at: [www.erie.gov](http://www.erie.gov)*

**A NON-REFUNDABLE \$15.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION  
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)**

## **PARAMEDIC - TRAINEE**

NO. 43-000

\$39,721 - \$47,710

**NOTICE:** Erie County no longer maintains a file of applicant transcripts. Exam applicants must be prepared to provide documentation of educational qualifications (transcript, diploma, etc.) to the hiring agency prior to appointment. Documentation may also be submitted with the exam application.

This is a trainee position in the competitive class. Term of permanent appointment is limited to one year, during which time an appointee must satisfactorily complete the training term. Upon satisfactory completion of the training term, an appointee shall be entitled to full permanent status as a Paramedic. The appointment shall be terminated at the end of the training if the appointee's conduct, capacity or fitness is not satisfactory.

**RESIDENCE REQUIREMENTS:** THERE ARE NO RESIDENCY REQUIREMENTS FOR THIS EXAMINATION; HOWEVER PREFERENCE IN CERTIFICATION WILL BE GIVEN TO CANDIDATES WHO HAVE BEEN LEGAL RESIDENTS OF THE TOWN OF TONAWANDA FOR FOUR MONTHS IMMEDIATELY PRECEDING THE DATE OF APPLICATION AND ARRE LEGAL RESIDENTS OF THE TOWN OF TONAWANDA AT THE TIME APPOINTMENT IS MADE.

If you pass the examination, your name will appear on the continuous eligible list for one year. After one year, your name will be removed from the list. You may apply for retest at six month intervals.

The eligible list will be used to fill present and future vacancies in the Town of Tonawanda.

**MINIMUM QUALIFICATIONS:** Eligibility for Level 4 certification as Advanced Emergency Medical Technician/Paramedic issued by the New York State Department of Health at the time of application. Possession of the certificate is required at the time of appointment.

A medical examination may be required before appointment.

- SEE REVERSE SIDE -

**DUTIES:** A *Paramedic – Trainee* receives formal training in rendering emergency assistance and medical services to trauma and acute medically ill victims at the scene under radio medical directions; receives formal training in stabilizing life support and vital signs by intravenous injections, intramuscular medication, tracheotomy, defibrillation, etc.; receives training in the operation of a mobile radio-voice communication system and long range ECG Telemetry system; receives training in the driving and operation of a specially equipped modular type medical emergency vehicle; assists Paramedic in performing emergency medical services.

**SUBJECT 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. 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.

**WHERE TO APPLY:** You must obtain Form P.O. 30X, “Erie County Application for Examination or Appointment” at the Erie County Civil Service Commission/Personnel Office web site located at [www.erie.gov](http://www.erie.gov). Click on “Civil Service Jobs”. If you do not have internet access you may pick up an application form at the Erie County Personnel Department, 95 Franklin Street, Room 604, Buffalo, New York 14202. Forms are also available at Buffalo and Erie County Public Libraries and at Town, Village and School District administrative offices.

Completed forms should then be returned to the Erie County Personnel Department. In addition, candidates must request their colleges to send transcripts to the Erie County Personnel Department or attach transcripts to your application. No applications will be evaluated until all the above information, including transcripts, is received.

**REISSUED: 2/06**

**MILITARY STATUS:** If you expect to enter military service, you may still compete in this examination and may be appointed or reinstated after you return home from active duty.

**VERIFICATION OF QUALIFICATIONS:** Candidates may be investigated or called for an interview to determine whether they qualified for appointment. In addition to meeting specific requirements, candidates and appointees must be of good moral character and habits.

**VETERANS:** Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively, added to their earned scores if successful in the examination. You should claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits you may not claim them again. Children of firefighters or police officers killed in the line of duty may also be eligible for additional credit. Contact the Erie County Personnel Dept. for more information.

This examination is prepared by the New York State Department of Civil Service and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.

**\*\*\*IMPORTANT APPLICATION FEE – READ CAREFULLY\*\*\***

A \$15.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund 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.