



ANNOUNCEMENT FOR ENTRY LEVEL FIREFIGHTER-PARAMEDIC CIVIL SERVICE EXAMINATION AND SELECTION PROCESS

Application Period: January 29, 2017 – March 6, 2017

Residency: To ensure adequate response times to emergencies and disasters, firefighter-paramedics, as a condition of employment, must reside in Miami, Darke, Shelby, Champaign, Clark or Montgomery counties.

Salary: \$50,549.27. Following 1-year satisfactory service, salary increases to \$56,764.38. After 3 years, salary increases to \$69,980.94.

Minimum Qualifications:

Original Appointment Age - Applicants must be at least 21 years old and less than 36 years old before the date of appointment.

Minimum Educational Requirements – Applicants must have a high school diploma or GED.

Requirement – Applicants must have a valid State of Ohio Certified Firefighter II-Paramedic Certification card.

Citizenship – Applicants must be United States citizens or have valid permanent resident cards.

Driver's License – Applicants must have a valid Ohio Driver's License and an acceptable driving record.

Written Examination: Applicants must receive a passing grade of 70% or better on the firefighter-paramedic written examination. An applicant who receives a grade below 70% is not eligible for hire.

National Testing Networks administers the written examination. To register for the written examination, go to www.nationaltestingnetwork.com. The closest testing location to Troy is Edison Community College, 1973 Edison Drive East Hall, Room 456, Piqua, Ohio 45356.

Tests are offered at this location on the following dates:

- Tuesday, February 28 at 4:00 p.m.
- Thursday, March 2 at 4:00 p.m.
- Saturday, March 4 at 9:00 a.m.

A complete list of locations and examination dates and times are also available through www.nationaltestingnetwork.com.

Applicants are responsible for paying the written examination fee, including any fees associated with sending the test results to the City of Troy.

Veteran's Credit: An applicant who is a veteran of U.S. military service (as defined by Ohio law) and who receives a passing grade on the written examination (70% or above) is eligible for an additional credit of 20% of the applicant's total grade, provided the applicant timely files a DD 214 certificate showing that the applicant was honorably discharged or separated under honorable conditions. Applicants who receive a veteran's credit have priority in ranking over non-veterans who obtain an identical grade.

Applicants claiming a veteran's credit must file a copy of their DD214 with the Human Resources Department, City Hall, 100 South Market Street, Troy OH 45373 by 5 p.m. on March 4, 2016. Applicants who fail for any reason to timely file their DD214 will not receive a veteran's credit.

Application process:

1. An applicant who meets all minimum requirements must submit a completed employment application (attached at the end of the application packet) to the City of Troy Human Resources Department, City Hall, 100 South Market Street, Troy OH 45373 no later than 5:00 p.m. on March 6, 2017. Applicants must submit copies of the following documents with their completed application: (a) applicant's birth certificate; (b) high school diploma or GED, and college degree, if applicable; (c) valid Ohio Firefighter II-Paramedic certification card; (d) DD214, if applicant is claiming a veteran's credit; and (d) completed Personal History Questionnaire, which is available on the National Testing Network website.
2. After reviewing the results of the written examination provided by National Testing Network, the Civil Service Commission will compile eligible applicant names into an eligibility list. The eligibility list will be in effect for a period of twelve months.
3. At the beginning of the interview process, applicants must submit a current C-PAT (Candidate Physical Ability Testing) certification. Applicants also must pass a computer voice stress analysis (CVSA); reference, background, and credit check; and a psychological and medical examination (after conditional offer of employment).

Disqualifying Criteria: The following is a non-exhaustive list of offenses which may disqualify an applicant from employment.

1. Any person who has been convicted of a felony or misdemeanor may be disqualified. Any person who admits during the hiring process to having committed or attempted to commit a felony or misdemeanor may be disqualified, even if not convicted.
2. Any person who has engaged in the illegal use of drugs, or who has an alcohol dependency, may be disqualified.
3. Any person who has been convicted of DUI/DWI/OVI or reckless driving or who has had a revocation or suspension of driving privileges may be disqualified.

4. Any person who has failed to obey or honor any court judgments or who has failed to pay any court fines may be disqualified. Any person with excessive debts may be disqualified. A person who has resolved financial obligations through bankruptcy will not be disqualified.
5. Any person who has been discharged from employment for any reason, including insubordination, misconduct, dishonesty, absenteeism or tardiness, may be disqualified.
6. Any person with a less than honorable discharge from the United States Military Service may be disqualified.
7. Any person who does not fully cooperate with or shows any deception or attempted deception during the hiring process may be disqualified.
8. Any person who was or is a member of any organization that advocates crime or violence or the overthrow of the United States government may be disqualified.

Additional Information: The City of Troy is an equal opportunity employer. Applicants requiring an accommodation during the hiring process, including during the written examination, must notify the Secretary of the Civil Service Commission at 937-216-7805.

Applicants must notify the Civil Service Commission at 937-216-7805 of any change in their contact information.