



AMENDED EXAMINATION ANNOUNCEMENT

RENSSELAER COUNTY CIVIL SERVICE COMMISSION

Opportunities in the Public Service
OPEN COMPETITIVE EXAMINATION

ACCEPTING ONLINE APPLICATIONS ONLY

Click [here](#) or visit <https://rensco-portal.mycivilservice.com> to apply online.

EXAM NUMBER: 89156010
EXAM TITLE: FIREFIGHTER
(CITY OF RENSSELAER)

EXAM DATE: MARCH 1, 2025
LAST FILING DATE: JANUARY 24, 2025

NON-REFUNDABLE \$30.00 APPLICATION FILING FEE MUST ACCOMPANY EACH APPLICATION. APPLICATIONS SUBMITTED ONLINE MUST BE PAID BY CREDIT CARD AT TIME OF FILING.

FIREFIGHTER, Rensselaer County. The resulting eligible list will be used to fill vacancies as they occur.

RESIDENCY REQUIREMENTS: Candidates must have been legal residents of Rensselaer, Washington, Saratoga, Albany, or Columbia County for at least four (4) months immediately preceding the date of examination. Preference in appointment may be given to successful candidates who are legal residents of the appointing jurisdiction.

STARTING SALARY: \$46,911.00

TYPICAL WORK ACTIVITIES:

- Drives fire truck to scene of fire or other emergencies;
- Position equipment properly and operate truck and auxiliary equipment in fire control and rescue activities;
- Take prompt action to protect life and property including evacuating occupants from buildings and suppressing fire by any means available;
- May be required to supervise other Firefighters, both career and volunteer in rescue and fire control activities;
- Assist victims of fires, water emergencies, and any other fire related duties to include EMS emergencies;
- Cleans firefighting equipment and keeps it in good operating condition;
- Assist in training of new Firefighters, both career and volunteer;
- Operates aerial ladder or pump, cleans and services fire truck and auxiliary equipment in accordance with instructions;
- Performs a variety of custodial maintenance and repair tasks related to the upkeep of the building and grounds at assigned fire house;
- Maintain good public relations with the general public;
- May receive calls and dispatch personnel and equipment to the scene of the fires or other emergencies;
- Responds to emergencies and take appropriate action to protect life and property;
- Maintain records of calls received and work activities;
- Performs such other duties as set forth in department regulations and orders as assigned.

MINIMUM QUALIFICATIONS: Graduation from or possession of a New York State High School Equivalency diploma.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT AND THROUGHOUT TERM OF EMPLOYMENT AS A FIREFIGHTER:

- (a) Candidates must not be less than 20 years of age at time of appointment;
- (b) Possession of a valid New York State Driver's License and shall maintain such license throughout the duration of employment under this title;
- (c) Possession of a valid current certificate as an Emergency Medical Technician (EMT-B) issued by the New York State Department of Health.

SUBJECT OF EXAMINATION: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

1. **Ability to learn and apply information-** These questions test for the ability to learn new information and apply it to answer questions effectively. Candidates will read information presented in a Training Lesson and then answer questions regarding the information and procedures covered in the Training Lesson. All information needed to answer the questions will be provided in the Training Lesson, and candidates will be able to refer to the Training Lesson when answering the questions. Some of the questions may require candidates to combine information from different portions of what has been learned in the Training Lesson. No prior knowledge of any specific job or subject matter is needed.
2. **Basic arithmetic** - This section requires candidates to use basic arithmetic (add, subtract, multiply, divide) to find a missing value in a table of numbers. Candidates will not need to refer to the Training Lesson or any other section of the test to answer the questions in this section. All information needed to answer each question will be contained in this section. No knowledge of firefighting or any other job is required. **Candidates should bring a hand-held battery- or solar-powered calculator for use on this test.** Candidates will **not** be permitted to use the **calculator** function on their **cell phone**.
3. **Reading comprehension** - These questions test for the ability to understand written materials (e.g., sentences, passages) and answer questions about the information presented. Candidates will be provided with reading passages, followed by questions related to each passage. Each question will require candidates to demonstrate that they have read and understood the information contained in the passage.
4. **Situational judgment** - This section tests for the ability to identify appropriate and effective responses to work-related challenges. Candidates will be presented with several scenarios that reflect the types of challenges one could encounter in a work environment. They will then be asked to rate the effectiveness of a number of possible responses to each scenario.

THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.

A Guide for the Written Test for **Firefighter** is available at the New York State website:

<https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

QUALIFYING CANDIDATE PHYSICAL ABILITY TEST (CPAT): Will be administered at a later date to candidates who have passed the written portion of the examination. The Candidate Physical Ability Test consists of eight (8) separate events requiring you to progress along a predetermined path from event to event in a continuous manner. Detailed information about the Candidate Physical Ability Test (CPAT) will be provided to candidates prior to the ability test date. The eight (8) events are:

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| 1. Stair Climb; | 5. Forcible Entry; |
| 2. Hose Drag; | 6. Search; |
| 3. Equipment Carry ; | 7. Rescue; |
| 4. Ladder Raise and Extension; | 8. Ceiling Breach and Pull. |

QUALIFYING MEDICAL AND PSYCHOLOGICAL EXAMINATIONS: Candidates who achieve a passing score on the written test and the candidate physical ability test will be required to pass psychological and medical examination. The medical examination follows the specifications of the NFPA (National Fire Protection Association).

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate may be subject to a thorough State and National background investigation, which will include a fingerprint check to determine suitability for appointment. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a crime may bar appointment. Failure to meet the standards for the background investigation may result in disqualification.

If you are filing to take exams with Rensselaer County Civil Service and any other Civil Service Agency on the same day, please complete a Cross- Filer form at time of filing. The Cross-Filer form is available at the Rensselaer County website: “<https://www.rensco.com/237/Employment-Forms>.”

GENERAL INFORMATION

1. Each candidate must complete an application form and file it with the Rensselaer County Civil Service Commission, County Office Building, 99 Troy Road, East Greenbush, New York 12061. Applications should be filed as soon as possible after the announcement of the examination. Applications must be submitted online using the Civil Service Portal located on the Rensselaer County website at <https://rensco-portal.mycivilservice.com/>. **BE SURE EVERY**

QUESTION IS ANSWERED. SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED. Please contact our office if you are unable to complete the online application process.

2. Accepted candidates will be notified by email when and where to appear for examination. No one will be admitted to the examination without the official admission notice. If an application is rejected, you will be notified in writing. The Civil Service Commission does not make formal acknowledgment of receipt of an application. **Email the Civil Service Office if you have not received your notice three (3) days prior to the date of examination. Send emails to: civilservice@renesco.com.**
3. Unless otherwise stated, all candidates are required to be legal residents of Rensselaer County for four (4) months immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction. (Candidates who are not residents of Rensselaer County but live within the geographical boundaries of a governmental agency under the jurisdiction of the Rensselaer County Civil Service Commission will be considered residents for examinations held to fill positions in that governmental agency.)
4. **SENIORITY CREDITS-(PROMOTIONAL EXAMS ONLY)** will be added to an eligible score as follows: Using as a basis six (6) months of continuous permanent or contingent permanent service in the jurisdiction for which the eligible list is being established as an equivalent to 0.1. No seniority credit will be allowed for service in excess of twenty (20) years.
5. For purposes of claiming veterans credits on a Civil Service examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

December 7, 1941 to December 31, 1946	June 1, 1983 to December 1, 1987*
June 27, 1950 to January 31, 1955	October 23, 1983 to November 21, 1983
December 22, 1961 to May 7, 1975	December 20, 1989 to January 31, 1990*
August 2, 1990 to end of such hostilities	

*Credit for Lebanon, Grenada and Panama will be limited to those who receive the armed forces expeditionary medal, the navy expeditionary medal or the Marine Corps expeditionary medal. Veterans wishing to claim additional credit on the examination must make claim when filing application. All veterans making application for additional credit must file a Photostat copy of their discharge papers with applications. A candidate who fails to establish, by appropriate documentary proof, his eligibility to receive additional credit by the time an eligible list is established, shall **not**, thereafter be granted additional credit on such eligible list.

Effective January 1, 1998, the State constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examination. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to prove appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

6. In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointments 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 a firefighter or police officer killed in the line of duty 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 (2) months from 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.
7. This written examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State civil Service Rules and Regulations dealing with the rating and review of examinations will apply. **VERIFICATION OF QUALIFICATIONS** may be investigated and candidates may be called for an interview to determine whether they are qualified for appointment. You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.
8. Eligible lists will be established in order of final rating for successful candidates and will be established for a period of four (4) years or until the establishment of an appropriate new list.
9. **NOTICE TO CANDIDATES:** Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Cell phone calculators are not permitted. Devices with typewriter keyboards, spell-check, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.
10. **APPLICATION FEE:** A **non-refundable** fee of \$20.00 is required for each separately numbered examination for which you apply. Certain examinations will require a \$30.00 filing fee. **The required examination fee listed on pg.1 of this announcement must be paid online at time of filing each application.** 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.
11. **APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a 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.** If you can verify eligibility for application fee waiver, you must complete a “Request for Application Fee Waiver and Certification” form **and provide the required documents with your application** by the application deadline as listed on the Examination announcement. The Examination Fee Waiver Request and Certification Form is available at time of submitting your online application. Application Fee Waiver and Certification Forms **WILL NOT** be accepted after the last filing date of an examination or without the required documentation.

12. **Religious Accommodations:** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the appropriate box under “Religious Accommodations” on your application. We will make arrangements for you to take the test on a different date.

RENSSELAER COUNTY CIVIL SERVICE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.