CAREER OPPORTUNITIES WITH CIVIL SERVICE

HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

Examination Open to the Public

FIREFIGHTER

Examination Number 60058060

Date of Examination: January 9, 2027

Filing Deadline--
Applications must be received or postmarked by: December 4, 2026

Refer to General Instructions, Filing Fee Information, and Application Fee Waiver
A NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION
$25.00 MONEY ORDER ONLY - payable to the Herkimer County Treasurer.
Cash accepted only if paying in person; you must have the exact dollar amount.
Personal checks will NOT be accepted.

Salary: Varies with each municipality.

Residency: Candidates must have been legal residents of Herkimer County or one of its contiguous counties (Fulton, Hamilton, Lewis, Montgomery, Oneida, Otsego, St. Lawrence) for at least 30 days immediately preceding the date of the written and/or performance examination(s).

Vacancies: The eligible list established as a result of this examination will be used to fill appropriate vacancies as they exist/occur in municipalities where the position(s) exists under the jurisdiction of the Herkimer County Personnel Department. **Preference in appointment may be given to successful candidates who are legal residents of the jurisdiction in which appointment is to be made.**

Duties: Performs firefighting and fire prevention duties; does related work as required. Employees in this class perform standardized manual work of a hazardous nature in fighting fires. In this work as in fire prevention work, they receive instructions and immediate supervision from a higher-ranking officer in the department.

MINIMUM QUALIFICATIONS FOR TAKING THE TEST

Candidates must meet the following requirements on or before the date of the written test:

Acceptable Training and Experience: Graduation from a standard senior high school or possession of a high school equivalency diploma issued by the New York State Education Department.

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

Special Requirements for Acceptance of Applications:

Age: Minimum age **for appointment** is 18 years. **Include your date of birth on the application.**
License: Possession of a valid NYS Driver's License is required at the time of appointment.

SPECIAL NOTES:

In the **Villages of Herkimer, Ilion** and the **City of Little Falls**, candidates must be a certified Emergency Medical Technician or complete such certification within one year of appointment as a condition to the probationary period, and maintain the minimum certification required by the New York State Health Department for personnel staffing a Certified Ambulance. In the City of Little Falls, supervision may be exercised over Firefighters (PT) at the scenes of fires.

In the ***Village of Ilion***, Firefighters are required to perform building inspections for the purpose of code compliance.

PHYSICAL AND MEDICAL REQUIREMENTS - The appointing authority will have a qualified physician or practitioner conduct a post-offer medical review of each candidate on a case-by-case basis to determine whether the candidate can, with or without reasonable accommodations, perform the essential functions of an entry-level firefighter for the local fire agency seeking to employ the candidate.

CALCULATORS ARE RECOMMENDED

Subjects of examination:

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

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.

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**.

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.

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.

Test guide:

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.