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CITY OF WOOSTER

Municipal Building
538 North Market Street
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The City of Wooster announces a vacancy for the Position of Firefighter / Paramedic

An assembled Civil Service examination will be administered for the classified position of Firefighter / Paramedic in the Fire Division of the Safety Department.

Applicants must meet the following:

MINIMUM QUALIFICATIONS: Age 21-35 at time of appointment; high school diploma or equivalent required; State of Ohio Paramedic certification is required or must become licensed by time of hire if currently enrolled in paramedic school; must maintain Paramedic certification during employment; Ohio Firefighter II certification required or obtained within first year of employment; valid driver's license by the State of Ohio required; weight in proportion to height and body structure; must be able to meet and maintain physical fitness standards.

EXAMINATION PROCESS: An assembled Civil Service Examination will be administered for this position. Passing applicants on the overall civil service test will be placed on a Civil Service eligibility list. Applicants will be processed for further testing from this list. Applicants must pass or meet all acceptable standards for all pre-employment assessments to meet qualifications. Such examinations may include, but not be limited to: physical fitness examination, medical examination including drug screen, psychological and/or psychiatric examination, polygraph examination, background investigation, personality assessment and personal interview. The duration of the list will be one year or until exhausted.

To sit for the written examination, applicants must successfully complete the Firefighters physical agility course offered at Tri-C (216-987-5429), with a successful passing time of less than 4 minutes and 30 seconds based upon the North East Ohio Fire Chiefs Association Standard. The next test will be held on Sunday, July 10, 2016. Please call Tri-C to register. Applicants must submit a "Certification of Completion" to sit for the written examination. The certification must be within the last year and must be from Tri-C (July 9, 2015 through July 10, 2016). Information for the agility test is available through Tri-C.

The Civil Service Examination will be administered at City Hall, 538 N. Market St., Wooster, OH 44691 on Thursday, July 28, 2016 at 6:00 p.m. Registration for the exam will begin at 5:30 p.m. A non-refundable \$30.00 fee is required to sit for the exam. A check or money order for the exact amount payable to the City of Wooster must be paid on July 28, 2016 prior to taking the written exam. You will be notified prior to the examination if you meet the minimum qualifications for the position.

APPLICATION PROCESS: A detailed job description and application can be found at www.woosteroh.com. A completed application and resume, copy of your driver's license, all applicable certifications, and your agility certification of completion must be received by E-mail to applicant@woosteroh.com no later than July 17, 2016. Veterans should include a copy of their DD-214 Military Discharge Papers (Member 4 – the type of discharge must be indicated) to be considered for civil service credit for military service.

Special auxiliary aids for handicapped persons are available upon request. At least a five (5) day notice is required prior to the Civil Service Examination. Requests must be made in writing to the Human Resources Division during regular working hours.

Study guides for the written examination are available for purchase at the following website: <http://recruitment.iosolutions.org/Preparation-Materials/Fire-Study-Guides/> Select the study guide entitled National Firefighter Selection Inventory Prep Guide. You may choose one of the four options listed.

Residency requirement within 90 days of appointment.

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