PLEASE POST CONSPICUOUSLY NO. 1-27

GENESEE COUNTY HUMAN RESOURCES
COUNTY BUILDING I, BATAVIA, NEW YORK

ANNOUNCES

AN OPEN COMPETITIVE EXAMINATION FOR:

FIREFIGHTER, O.C. #60064-290

SALARY: $60,760 per year (2027), City of Batavia.

VACANCY: This examination is being held to establish an eligible list to fill future vacancies which may occur during the life of the eligible list. An eligible may receive only one permanent appointment from this list. Once appointed, there will be a Probationary Period of 8-78 weeks based on performance of duties.

CANDIDATES MUST BE LEGAL RESIDENTS OF GENESEE, ERIE, LIVINGSTON, MONROE, NIAGARA, ORLEANS OR WYOMING COUNTY AT THE TIME OF EXAMINATION AND FOR AT LEAST TWO MONTHS PRIOR TO THE DATE OF THE EXAMINATION. CANDIDATES MUST CONTINUE THEIR RESIDENCY THROUGH THE PERIOD LEADING TO THEIR INITIAL APPOINTMENT. ELIGIBLE RESIDENTS OF A CIVIL DIVISION MAY BE GIVEN PREFERENCE IN APPOINTMENT TO VACANCIES IN THEIR AREA OF RESIDENCY.

LAST FILING DATE----------DECEMBER 2, 2026

EXAMINATION DATE----------JANUARY 9, 2027

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the last filing date:

Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education, **[PLEASE INDICATE THIS INFORMATION ON YOUR APPLICATION].**

Anticipated Eligiblity-Educational Requirements: Applicants who are within 12 months of attaining the minimum educational requirement following the date of examination may take the Civil Service exam. Candidates will be restricted from certification until official transcripts have been submitted showing that the minimum educational requirements have been met. Candidates are responsible for submitting proof of completion within 12 months of taking the examination.

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SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

A. Candidates must possess a valid Emergency Medical Technician-Basic Certificate or higher for appointment. This certification must be maintained throughout employment.

B. Candidates must possess a valid New York State Driver's License.

C. Candidates are required to meet certain medical and physical standards within time periods specified by State and Federal Laws.

D. Candidates must successfully complete Fire Academy Training.

E. Psychological Evaluation: Prior to appointment, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position. Failure to meet the standards set forth in this evaluation will result in disqualification.

F. All candidates are required to take and pass a qualifying physical fitness test in order to be eligible for appointment.

Background Investigation: Applicants will be subject to an extensive background investigation, psychological evaluation & pre-employment drug test to determine their suitability for employment with the Department.

If you are offered employment, you may be expected to submit to criminal history checks by both the Division of Criminal Justice Services (DCJS) and The Federal Bureau of Investigation (FBI). Those checks will be subject to a fee determined by each respective agency, and that fee must be paid by you at the time the fingerprints are taken. Conviction of a felony will bar, and conviction of a misdemeanor or other offense may bar appointment.

CANDIDATES, PLEASE NOTE: It is vital that you submit, with your application, all information necessary to show your qualification for examination. APPLICATIONS WHICH DO NOT SHOW TRAINING AND/OR EXPERIENCE TO MEET MINIMUM QUALIFICATIONS WILL BE DISAPPROVED, AND WE WILL NOT REFER TO OTHER APPLICATIONS ON FILE FOR ADDITIONAL INFORMATION.

NOTE: PHOTO ID WILL BE REQUIRED ON THE DAY OF THE EXAMINATION

NOTE – FILING FEES: Genesee County Human Resources has temporarily waived the collection of examination fees for all candidates beginning with Civil Service examinations scheduled after June 1, 2022 through December 31, 2027.

TYPICAL WORK ACTIVITIES:
Responds to fire alarms and emergency calls with a fire company;
Lays and connects hose lines, turns water on and off;

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TYPICAL WORK ACTIVITIES, Cont'd:

Drives equipment to alarms speedily but safely;
Holds fire hose and directs the stream to achieve maximum extinguishing effect;
Puts up and climbs ladders, enters and removes persons and property from burning buildings wearing personal protective equipment and self-contained breathing apparatus;
Makes openings in burning buildings for ventilation and entrance, and installs and operates specialized equipment such as smoke ejectors;
Performs salvage operations at scenes of fires, such as cleaning away debris and covering furniture and other objects with tarpaulins;
Learns and practices use of various firefighting methods and equipment;
Performs a variety of building maintenance and custodial duties at a fire station;
Protects, maintains and repairs fire equipment and property;
When assigned to desk duty, receives all calls for assistance and relays instructions and orders of a superior officer;
Required to provide emergency medical services to sick or injured persons;
Inspects dwellings and buildings for fire hazards in accordance with established procedures, and prepares written records and reports as required;
Conducts programs for the education and benefit of fire personnel and the general public;
May be detailed to special fire watch duty at public gatherings.

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

1. Ability to Learn and Apply Information
2. Basic Arithmetic
3. Reading Comprehension
4. Situational Judgment

USE OF A CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION. QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS ARE PERMITTED. CELL PHONES OR DEVICES WITH TYPEWRITER KEYBOARDS ARE PROHIBITED.

EXPANDED SUB-TEST DESCRIPTION:

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.

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EXPANDED SUB-TEST DESCRIPTION, Cont'd:

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.

CROSS-FILING: If you have applied for other local government or state examinations, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examinations. The "Cross-filer Form" for Genesee County can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website, www.geneseeny.gov.

NOTE: Religious Accommodations, Persons with Disabilities or Active Military: If special arrangements for testing are required, please indicate this on your application. An explanation of your need for special testing accommodations must be attached to your application. If due to disability – medical documentation must be provided.

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ACTIVE MILITARY MEMBERS: Any member of the armed forces of the United States who has duly filed an application to compete in a scheduled competitive examination but was deprived of the opportunity to compete in the examination due to active military duty could be provided with a special military make-up examination.

Current members of the Armed Forces may apply for Veteran's credits by filing an Application for Veteran's Credits" (Form VC-1). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, www.geneseeny.gov. Proof of military status must also be presented and verified in order for consideration of granting of "conditional" Veteran's credit. Acceptable proof may include a military I.D. card, military orders, or other official military document that substantiates active military service at time of exam. This documentation and VC-1 Form must be received prior to the establishment of the Eligible List for this examination. The "conditional" status of the additional credits will remain until proof is provided indicating that the service was in time of war and that the veteran received an honorable discharge, or was released under honorable circumstances.

VETERANS: Additional credits are available to veterans who meet certain established requirements. Veterans who have not exhausted their credits should make application for their use, if desired. A COMPLETED APPLICATION FOR VETERANS CREDITS (FORM VC-1) AND a COPY OF SEPARATION PAPERS (FORM DD-214) MUST BE RECEIVED BEFORE THE ELIGIBLE LIST FOR THIS EXAMINATION IS ESTABLISHED IN ORDER TO UTILIZE ADDITIONAL CREDITS. DISABLED VETERANS MUST SUBMIT, IN ADDITION, A COPY OF FORM VC-3 (AUTHORIZATION FOR DISABILITY RECORD). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, www.geneseeny.gov.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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 points in a competitive examination for original appointment 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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Genesee County. Additional information is available at https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf.

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PLACE TO FILE: To get an application, come in or send a stamped, self-addressed envelope to: Genesee County Human Resources, County Building I, 15 Main Street, Batavia, NY 14020 or download from website: www.geneseeny.gov. Phone 344-2550, Ext. 2221.

Applications mailed to us must be postmarked with a date no later than the last filing date indicated on this announcement. To apply online, please use the following link: https://genesee-county.docuware.cloud/DocuWare/Forms/exams-application.

Online applications must be submitted no later than 5:00 p.m. on **December 2, 2026**

All correspondence will be sent only to the address provided on the application for examination. It is your responsibility to inform the Genesee County Human Resources office of any change of address. Correspondence returned for incorrect address will not be forwarded. All address changes must be submitted to the Genesee County Human Resources office in writing.

APPLICANTS: Please contact this office three days prior to examination if you have not been notified by us, as to your eligibility to participate in this examination. This examination is being 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 this rating of the examination will apply to this test.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

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