

**Notice**  
**City of Scranton**  
**Firefighter/EMT Examination**

The Municipal Civil Service Commission for the City of Scranton (the Commission) will be administering an **entry level** examination for the position of **Firefighter\EMT**. The examination will take place on: **SATURDAY, March 25, 2023 @ 9:00 a.m.** Location of exam is **Serrenti Army Reserve Center, 1801 Pine Street, Scranton, PA 18510.**

The City of Scranton is located in Northeast Pennsylvania and has a population of approximately 76,000 residents. The Scranton Fire Department currently has 138 sworn, full-time firefighters. The current salary per the Collective Bargaining Agreement of **first year Firefighter/EMT** is \$38,584.80 which increases to \$77,169.60 in the fifth year of employment under the current collective bargaining agreement. **Firefighters/EMTs** are also entitled to an employee benefits package, plus scheduled longevity increases.

Applications for the position of **Entry Level Firefighter/EMT** are available on the City of Scranton's Website to be downloaded, printed and completed or can be picked up at the Human Resources Department, Third Floor, Municipal Building, 340 N. Washington Avenue, Scranton, Pennsylvania 18503.

Completed applications can be returned beginning on **Monday, February 6, 2023 at 9:30 a.m.** to the Human Resources Department, Third Floor, Municipal Building, 340 N. Washington Avenue, Scranton, Pennsylvania 18503. Applications must be returned at the latest by **Friday, February 17, 2023 at 3:30 p.m.**

Each application must be accompanied with a non-refundable fee in the amount of seventy five (\$75.00) dollars per application. Payment must be in the form of a check or money order payable to: **City of Scranton**. Please place in the memo line: Entry Level Scranton Fire Fighter Exam.

Successful candidates of the written, physical agility and oral portions of the test will be individually **responsible for costs** related to the Psychological Screening, Criminal Background Checks, and Child Abuse Registry Clearance portions of the examination process.

An information session pertaining to the sign-up process, testing process and a career in the Scranton Fire Department will be held on February 1, 2023, at 6:00 pm at City Hall, 2<sup>nd</sup> Floor, Council Chambers. Applications will be available for pick up at the time of the information session. The information session will also be broadcast on ECTV.

The written examination will be competitive with a minimum passing score of 70%. Only the top 80 scores on the written examination, with a score of 70% or higher, will be eligible to proceed to the next step in the overall selection process – Physical Agility Testing. Those who pass the Physical Agility Testing will then be scheduled for the Oral Examination. Any tying scores will be broken based on the date and time of the filing of the application with the Human Resources Department--the earlier date and time will declare the higher position. Those who are using the U.S. Postal System to apply, the dated postal stamp on the submitted application will determine tie breakers. Only applications received by the close of sign-ups on February 17, 2023 by 3:30 pm will be considered.

Those applicants who receive a passing score on the Physical Agility Testing and Oral Examination will then be required to undergo, Psychology Testing, Background Investigation, NFPA 1582 Medical Examination, and Drug Screening. Each applicant must successfully attain a passing score on **EACH** element of the examination to be considered for employment subject to such other weighing, preferences and criteria required by the Civil Service Commission's Rules and Classifications and by law. Successfully hired officers **MUST establish residency** within Scranton City limits within 6 (six) months of hire date.

## 1. OVERALL SCORING:

<u>ELEMENT</u>	<u>PASSING SCORE</u>	<u>WEIGHT</u>
Written Examination	70%	75%
Oral Examination	70%	25%
Physical Agility		Pass/Fail
Background Investigation		Pass/Fail
NFPA 1582 Medical Examination		Pass/Fail
Psychological Examination		Pass/Fail
Drug Screening		Pass/Fail

## 2. PHYSICAL AGILITY REQUIREMENTS

Applicants who receive passing scores on their Written Examination will receive written notification, which is a letter of invitation, advising them that they have been scheduled for one day processing. In order to pass the Physical Agility Testing, applicants must be able to perform the follow:

- |                        |                                           |
|------------------------|-------------------------------------------|
| A) Sit-Ups:            | 45 repetitions (2 minute time limitation) |
| B) 150 lb. dummy drag  | 100 ft. (3 minute time limitation)        |
| C) Push-Ups:           | 25 repetitions (2 minute time limitation) |
| D) 1 Mile Run:         | 8 minutes or less                         |
| E) 60 ft. ladder climb | 3 minutes or less up and down             |

## 3. MANDATORY ELIGIBILITY REQUIREMENTS

In order to be an eligible candidate for appointment to the position of Firefighter/EMT, an applicant must have the following qualifications:

- U.S. Citizenship, evidenced by a copy of a Birth Certificate or Naturalization Papers, with a copy attached to the candidates application;
- High School Diploma or GED completion, with a copy of diploma or GED attached to candidates application;
- Valid driver's license, in good standing, with a copy attached to the candidates application;
- At least 21 years of age by February 6, 2023 and a maximum age of 38 on the date of the written examination;
- Be of excellent moral character; and
- Pay all fees associated with the Psychological Screening, Criminal Background Checks, and Child Abuse Registry Clearance. The \$75.00 application fee covers the written, physical agility assessment, and oral examinations only.
- Pass an extensive Background Check.

- Candidates are required to complete the requirements of the Harrisburg Area Community College Fire Training Academy to include Firefighter I, Firefighter II, and Emergency Medical Technician. All appointments to the position of Firefighter/EMT shall be subject to the Commission's Rules related to Probationary Period.

In addition, a candidate must attain a residence in the City of Scranton within six (6) months from date of their appointment to the Fire Department, proven by deed, rent receipt, lease, and/or utility bills.

#### 4. VETERANS PREFERENCE

Qualified veterans who receive a passing score on both the written and oral examination will receive an additional ten (10) points added to their total score in recognition of their military service. **A photocopy of service discharge, DD Form 214, or other military document(s) showing date of entry, successful completion of basic training, character of service, and completion of military service commitment must be provided at the time of application. Failure to provide this documentation will result in loss of Veterans' Preference Points.**

#### 5. LEGACY PREFERENCE

Qualified children of a Scranton Firefighter or Police Officer who was killed or died in the line of duty who receive a passing score on both the written and oral examination will receive an additional ten (10) points added to their total score in recognition of being a child of Scranton Firefighter or Police Officer who was killed or died in the line of duty. **Any applicant claiming a Legacy Preference must furnish documentary proof of relationship to the deceased parent at the time of application that he or she is the natural or adopted child or a step-child to whom the Firefighter or Police Officer stood in loco parentis, death certificate of the parent or such other proof as may be acceptable to the Civil Service Commission.**

The following kinds of evidence will be accepted as documentation of Right to Preference:

- A. Documentary proof of relationship to the deceased parent,
- B. Death Certificate of the parent,

**Failure to provide this documentation will result in loss of Legacy Preference Points.**

#### 6. DURATION OF LIST

The list of the successful candidates for appointment may be maintained for a period of two (2) years from the date that said list is certified by the Commission, unless extended by the Commission for good cause shown. The list will be certified by the Commission after the compilation of all eligibility criteria described above and in accordance with the Commission's Rules and Classifications. The Commission reserves the right to de-certify the list after the expiration of six (6) months.

#### 7. PLACEMENT ON COMMISSION LIST

Placement on a list certified by the Commission does not guarantee an appointment as a Firefighter/EMT. Appointment is at discretion of the appointing authority within the rule of (3)

#### 8. REASON FOR TESTING

This Firefighter/EMT examination is being offered at the request of the appointing authority to permit the filing of vacancies as they occur.

## 9. FALSE INFORMATION OR ISSUANCE OF BAD CHECKS

Providing false information on an application, cheating or any other attempt to defraud the Commissions Examination process is strictly prohibited and will result in disqualification, decertification and/or criminal prosecution, as determined by the Commission and by law. Submission of bad checks will disqualify an applicant from sitting for the written examination.

## 10. AMERICAN WITH DISABILITIES ACT NOTICE

Any applicant seeking accommodation under the American with Disabilities Act in any examination must submit a written request with supporting documentation from a treating physician or other qualified professional to the Commission at the address below:

Civil Service Commission, Municipal Building, 340 N. Washington Ave. Scranton, PA 18503

THE CITY OF SCRANTON IS AN EQUAL OPPORTUNITY EMPLOYER

THE CITY OF SCRANTON ENCOURAGES APPLICATIONS FROM CANDIDATES FROM DIVERSE BACKGROUNDS. THE CITY OF SCRANTON IS COMMITTED TO PROVIDING A WORKING ENVIRONMENT THAT IS FREE FROM HARASSMENT AND DISCRIMINATION.

Scranton Civil Service Commission.