

**CANTON AND ALLIANCE
CIVIL SERVICE COMMISSIONS
OF STARK COUNTY, OHIO**

OPPORTUNITY FOR EMPLOYMENT

**THE CIVIL SERVICE COMMISSIONS OF CANTON AND ALLIANCE, OHIO ANNOUNCE A JOINT
COMPETITIVE MERIT EXAMINATION FOR THE POSITION OF FIREFIGHTER/PARAMEDIC.**

DATE OF ISSUE: November 1, 2017

NO: M18 – 17

FILING OF APPLICATION

Application must be made on the special preliminary application form (not the regular Civil Service application) available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, Ohio 44702, or may be printed from www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Click on "View City Jobs" and then on the Firefighter link. Application must be on file **no later than Friday December 1, 2017**. Forms may be returned between the hours of 8:30 a.m. and 3:30 p.m. If you are paying with cash for the filing fee you **MUST** bring the exact amount as we are unable to make change.

Mailed application must be clearly postmarked on or before December 1, 2017. The mailing address is Canton Civil Service Commission, Canton City Hall, Third Floor, 218 Cleveland Avenue SW, P.O. Box 24218, Canton, OH 44701-4218. If you choose to use the United States Postal Service, you may wish to consider "Certified Mail" as a way to verify our receipt of your documents. You **MUST** enclose the following:

1. A special preliminary fire application
2. A clear copy of your current, valid driver's license issued by your state of residence.
3. A \$20 application filing fee. Cash, checks or money orders made payable to the "City of Canton".
NOTE: THE \$20 FILING FEE IS NON-REFUNDABLE.

**FAILURE TO INCLUDE DRIVER'S LICENSE COPY OR \$20 FILING FEE WILL VOID YOUR APPLICATION.
APPLICATIONS WILL NOT BE ACCEPTED AFTER THE DEADLINE. THERE WILL BE NO EXCEPTIONS.**

WRITTEN EXAMINATION – TUESDAY, DECEMBER 12, 2017

CHECK-IN: 4:00 p.m. (No candidate will be admitted after 4:00 p.m.)

EXAM: IMMEDIATELY FOLLOWING CANDIDATE CHECK-IN

LOCATION: Canton Civic Center, McKinley Room, 1101 Market Avenue North, Canton, Ohio 44702

SCOPE: The written examination will consist of questions related to Reading Comprehension, Basic Math, Writing and Grammar Skills, Map Reading, Mechanical and Logical Reasoning. It will also measure Interpersonal Skills, Decision Making, Teamwork, and other desirable characteristics.

ADMITTANCE TO WRITTEN EXAMINATION

To be admitted to the examination, applicants must present their valid driver's license to the examiners. **NO PERSON WILL BE ADMITTED TO THE EXAMINATION WHO DOES NOT PRESENT THEIR DRIVER'S LICENSE TO THE EXAMINERS.**

APPLICATION STANDARDS

To apply, you must meet the qualifications given below:

- *** You must be at least 18 years of age on or before December 12, 2017 and you must be appointed before your 35th birthday. **NO FIREFIGHTER/PARAMEDIC SHALL BE APPOINTED AFTER THEIR 35TH BIRTHDAY.**
TO APPLY FOR THE CITY OF ALLIANCE APPLICANT MUST POSSESS FIREFIGHTER LEVEL I AND II CERTIFICATIONS AS RECOGNIZED BY THE STATE OF OHIO.
- *** You must possess a valid driver's license issued by your state of residence.
- *** You must be a high school graduate or possess a G.E.D.
- *** You must be a citizen of the United States or have legally declared your intention of becoming a United States Citizen.
- *** You must never have been convicted of a felony.
- *** You must have normal color vision.

CAUTION: YOU WILL BE DISQUALIFIED IF IT IS FOUND THAT YOU...

- *** Have made false statements or concealed any material fact, or practiced, or attempted to practice any deception or fraud in your application, or in your examination or in establishing your eligibility.

WRITTEN EXAMINATION

The written examination will be given on Tuesday, December 12, 2017 starting at 4:00 p.m. at the Canton Civic Center, McKinley Room, 1101 Market Avenue North, Canton, Ohio 44702. **You must present your driver's license to be admitted to the examination site.**

The test publisher will score the examinations and make a cutoff recommendation based upon the difficulty level of the test as identified by firefighter who participated in the validation study. The cutoff score is based upon statistics resulting from the overall groups' test performance and therefore we are unable to provide information on what the final cutoff score will be. The test publisher uses a court-defensible and job-related method to establish this cut off score. This process is designed to identify those candidates who have obtained scores at or above the minimum competency level required for successful job performance.

ADDITIONAL TESTING PROCESS

On the special preliminary application form (not the regular Civil Service application) the applicant **MUST** choose which cities they would like to be tested for. We have chosen to give a joint examination to give applicants a better opportunity for employment in Stark County, Ohio. **We are encouraging you to apply for both cities.** After the test publisher determines the cutoff recommendation, the applicants will be notified of their score by mail. The applicant's name and preliminary application will then be forwarded to the appropriate Civil Service Commission Offices of the applicants choosing. You will then be notified by that office of their additional testing process and what further documentation that they need from you. (Examples: waivers needed for further testing, bonus documentation).

ACCOMMODATIONS

If you have a disability requiring an accommodation at any phase during the testing process, please advise the Civil Service Commission Office as soon as possible so that the steps necessary to accommodate your needs can be met. Failure to do so may result in the City's inability to accommodate the disability.

DRUG SCREENING REQUIRED

All candidates for Firefighter/Paramedic must submit to a drug screen examination. Eligibility for employment shall not be considered final until drug testing has been successfully completed with a negative result. "Drug" means a controlled substance as defined by Chapter 3719 of the Ohio Revised Code, entitled "Controlled Substances", and/or Section 202, Schedules I through V of the Federal Controlled Substance Act, including but not limited to, marijuana, hashish, "crack", cocaine, heroin, morphine, codeine, opiates, amphetamines, "ice", barbiturates, and hallucinogens.

EQUAL EMPLOYMENT

The Cities of Canton and Alliance are an Equal Opportunity Employer. All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

DUTIES

Performs fire suppression and emergency medical assistance duties and related safety duties as required by the Chief of Fire.

BY ORDER OF THE CANTON AND ALLIANCE CIVIL SERVICE COMMISSIONS
Samuel J. Sliman, Administrator for the City of Canton
Michael Dreger, Director of Public Safety & Service for the City of Alliance