

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



Linda Parke Personnel Officer ☎ 607 687 8494 📠 607 223 7074 🌐 www.TiogaCountyNY.gov

NOTICE OF VACANCY

Assistant EMS Coordinator PT

Date of Issue: 08/14/2025. This work involves responsibility for assisting the Director of Emergency Services in the administration of mutual aid programs such as Emergency Medical Service (EMS). The work is performed under the general supervision of the Director of Emergency Services. Does related work as required.

The title of Assistant EMS Coordinator is **Competitive**. Applicants must meet minimum qualifications established for the position and successfully meet civil service examination requirements. **A tentative test date for this examination is not yet known.** Pending a criminal background check*, a provisional appointment may be made. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional
Work Hours: Part time, 10-hour work week
Salary: \$11,813 – \$12,108 annual (Management/Confidential); NYS Retirement System
Location: Tioga County Department of Emergency Services

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and each of the following:

- Five (5) years of experience in an EMS Response agency; **and**
- Possession of a valid NYS Advanced Emergency Medical Technician or higher: **and**
- Possession of a valid CPR certificate from an organization recognized by the NYS Department of Health to issue such certificates;

Special Requirement: At time of and throughout the term of appointment, must possess a valid New York State Certified Instructor Coordinator or within twelve (12) months from date of appointment, incumbent must obtain a New York State Certified Instructor Coordinator and possession of a motor vehicle operator's license that is both valid and appropriate for the operation of district vehicles. While employed in this position an incumbent must maintain valid certifications and licensures of the above requirements.

Apply Online: <https://www.tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications will be accepted until the position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.