

HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

Promotion Examination

Open to City of Little Falls Fire Department Employees

SECOND ASSISTANT FIRE CHIEF

Examination Number 70010850

Date of Examination: April 5, 2025

FILING DEADLINE

Applications must be received or postmarked by: February 14, 2025

Refer to General Instructions, Filing Fee Information, and Application Fee Waiver
A NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION
\$25.00 MONEY ORDER ONLY - payable to the Herkimer County Treasurer.
Cash accepted only if paying in person; you must have the exact dollar amount.
Personal checks will NOT be accepted.

Salary: \$25.52 per hour

Vacancies: The eligible list established as a result of this examination will be used to fill appropriate vacancies as they exist/occur in the City of Little Falls Fire Department.

Herkimer County Residency is WAIVED for this Promotion Examination.

Qualifying Experience for Taking the Test:

Candidates must meet the following requirements on or before the date of the written test:

Candidates must be permanently employed in the competitive class in the City of Little Falls Fire Department and must have 36 months of continuous permanent competitive class status as a Firefighter immediately preceding the date of the written test.

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

Duties: Assists in direction of Fire Department administration; does related work as required. An employee in this class shares in the responsibility of directing the work of the Fire Department within the limits of departmental rules and policy. In the absence of his superiors he exercises full control of departmental activities. A high degree of responsibility for the protection of lives and property is entailed.

Subjects of Examination:

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

Educating and interacting with the public

These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Fire administration job simulation exercise

This job simulation exercise tests for the ability to develop and maintain fire department programs and activities. The questions will be based on a simulated set of administrative issues that a Chief Officer may be asked to analyze and respond to in a working day. The questions cover such areas as organizational relationships, planning, staffing, managing resources, budgeting, public relations, rules and regulations, and political and social concerns impacting the fire service.

Fire emergency job simulation exercise

This job simulation exercise tests for the ability to manage an emergency incident. The emphasis is on command-level actions and decisions in handling the incident from start to finish. The questions will cover such areas as principles and tactics of firefighting, accountability at a fire scene, hazardous materials, cause investigation, emergency medical care, community relations, and the incident command system, including interacting with other agencies and the media.

Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

Test guide:

A Guide for the Written Test for **Fire Chief/Assistant Fire Chief** 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.

Use of calculators is ALLOWED for this exam.

POINTS FOR SENIORITY WILL BE ADDED TO AN ELIGIBLE SCORE AS FOLLOWS:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 yrs	3 points
Over 16 years up to 21 yrs	4 points
Over 21 years up to 26 yrs	5 points