



Yates County Office of Civil Service
 417 Liberty Street
 Penn Yan, NY 14527

VACANCY ANNOUNCEMENT: EMERGENCY MEDICAL TECHNICIAN (EMT)

YATES COUNTY IS SEEKING APPLICANTS FOR FULL-TIME EMERGENCY MEDICAL TECHNICIAN (EMT)			
Type of Appointment:	Permanent	Rate of Pay:	\$22.95 per hour
Position Status:	Full Time		
Classification:	Non-Competitive		
Location:	Yates County	Contract:	CSEA, Group IV-A
Department:	Office of Emergency Services		
Vacancy:	1 position currently vacant	Exam Date:	Not Applicable
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to appointment.	Application Fee:	Not Applicable
Posted:	June 9, 2026	Application Deadline:	Applications Accepted Until Filled

EMERGENCY MEDICAL TECHNICIAN (EMT) - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for providing emergency medical care. The employee may operate specially equipped medical vehicles in the transport of victims to area hospitals. The employee, having completed an Emergency Medical Technician course and possessing the appropriate certification level from the New York State Department of Health for this position, renders initial medical care to persons requiring medical assistance. The employee performs routine maintenance and custodial work on station and equipment when not performing the primary responsibility of the class. Work is reviewed during emergency medical operations and maintenance for acceptable procedures by the supervising authority. Employee shall maintain certification throughout employment. These duties involve responsibility for providing emergency medical services. This position is responsible for providing basic life support services for people in need of emergency medical care. This work is performed under the direct supervision of a higher-ranking employee. Supervision is not exercised in this class. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Operates specially equipped vehicles to respond to medical emergencies and to provide life support services to stabilize persons in life-threatening situations resulting from trauma and other medical emergencies;
- Provides medical emergency care to accident or other emergency victims such as extraction, splinting and immobilization, administration of oxygen, suctioning, insertion of airways, cardiopulmonary resuscitation, emergency childbirth, and defibrillation;
- Monitors and transmits vital signs of pulse, blood pressure and respiration;
- Performs direct medical tasks on persons requiring emergency services;
- Applies rescue techniques and knowledge to affect the safety of persons trapped in vehicles and those stranded, marooned, or endangered by unusual circumstances;
- Maintains proficiency and State Emergency Medical Technician Certification;
- Maintains or has others maintain records of emergency response, patient treatment and problems encountered and their solutions rendered in the course of their shift;
- Maintains the building, equipment, and grounds in a clean and orderly condition, which includes janitorial type cleanliness as well as minor maintenance and repairs;
- Maintains all required records and/or reports regarding ambulance and emergency medical activities;
- Sends reports to appropriate agencies and distributes as necessary throughout the department;
- Responds to all ambulance and rescue emergency calls dispatched to;
- Maintains emergency vehicles and equipment in a ready state, including all medical/drug supplies;
- Functions as a public educator with respect to school tours and the public in general;
- May participate in basic emergency medical training and coordinates emergency medical services on site;
- Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Knowledge of and ability to apply emergency first aid and temporary procedures to trauma victims at the scene and en route to the medical center;
 Knowledge of and skill in using a variety of medical and first aid equipment in an ambulance;
 Ability to communicate effectively via telephone and radio equipment;

Ability to interpret oral, written and diagnostic form instructions;
Ability to use good judgment and remain calm in high stress situations;
Ability to read English language manuals and road maps;
Ability to discern street signs and addresses;
Ability to interview patients, patient family members and bystanders;
Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such;
Ability to establish and maintain a productive working relationship with fellow employees and to make appropriate patient care decisions;
Good manual dexterity with ability to perform all tasks related to the highest quality patient care;
Personal characteristics necessary to perform the duties of the position;
Physical ability commensurate with the demands of the position:
Ability to lift, carry and balance up to 125 pounds (250 with assistance);
Ability to bend, stoop and crawl on uneven terrain;
Ability to withstand varied environmental conditions such as extreme heat, cold, and moisture;
Ability to work in low light situations and confined spaces.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a high school equivalency diploma; AND
- b) Possession of a current certification from the New York State Department of Health as an Emergency Medical Technician (EMT-B).

SPECIAL REQUIREMENT(S):

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well.

The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**