

**City of Seattle Department of Human Resources
FIREFIGHTER – 2015/2016 Civil Service Exam**

OVERVIEW OF THE POSITION:

Under general supervision, a Firefighter responds to fires, accidents, and medical emergencies to protect life and property; participates in fire inspections, fire prevention activities, station maintenance, and training activities; and performs related work as required.

SALARY RANGE:

Starting salary is \$5,515 per month, increasing to \$5,845 after six months, in and to \$6,176, \$6,506, \$6,836 in successive annual steps. Opportunities exist for specialty pay positions (without further civil service examination).

VACANCIES:

It is anticipated that 25-50 positions will be filled annually, depending on attrition and budget.

EXAM SCHEDULE INFORMATION:

Exam applications will be accepted from June 1, 2015, until September 21, 2015. If you submit an application on time, you will receive an EXAM ADMITTANCE SLIP on or before October 5, 2015, advising you of the time and place of the written exam. If you do not receive an EXAM ADMITTANCE SLIP by October 5, 2015, it is your responsibility to contact this office **on or before October 7, 2015** by calling (206) 615-0581 or emailing Colleen.Lafferty@Seattle.gov to request the scheduling information. A PRINTED EXAM ADMITTANCE SLIP WILL BE REQUIRED FOR ENTRANCE TO THE EXAM ROOM. Use of cell phones or other electronics will not be allowed at the exam site.

REQUIREMENTS AT THE TIME OF APPOINTMENT:

The requirements listed below are not required at the time of application, but are required before a candidate can be hired.

- A. Minimum Age: Candidates must be at least 18 years of age.
- B. Education: Candidates must have a high school diploma or have passed an equivalency test (GED)
- C. License: Candidates must possess a valid Driver's License
- D. EMT Certification: Emergency Medical Technician (EMT) certification is not required at the time of application. Candidates must possess or be eligible for a valid Washington State EMT certification at the time of hire. The Department offers enrollment in an EMT course to a limited number of candidates based on their placement on the final register. For more information, please visit the following webpage:
http://www.seattle.gov/fire/employment/ffjob_EMT.htm

SCOPE OF EXAMINATION:

- A. **Written Exam:** A description of the written exam will be included in your exam notification. A written exam description is at:
http://www.seattle.gov/fire/employment/ffjob_TestingProcess.htm

You may find information on optional written exam study workshops at:
http://www.seattle.gov/fire/employment/ffjob_studyWorkshops.htm

- B. **Oral Interviews (oral board exams):** Candidates who pass the written exam will be scheduled for the first oral interview. Candidates who are successful in the first oral interview will be scheduled for a second oral interview.

Applicants may request reasonable accommodation (e.g., under the Americans with Disabilities Act) to complete the examination process by filing a written request for accommodation at least three (3) weeks prior to the written exam and/or oral interview. Requests should include the type of accommodation requested and supporting documentation. Requests must allow sufficient time for arrangements to be made. Send your written request for accommodation along with appropriate documentation to the following address: ATTN: Colleen Lafferty, Seattle Department of Human Resources – Fire Exams, PO Box 34028, Seattle, WA 98124-4028 or via email: Colleen.Lafferty@Seattle.gov.

2015/2016 FIREFIGHTER EXAM DATES:

Candidates must be available to participate in all parts of the exam process as listed below.

- A. **Written Exam: Saturday or Sunday, November 7-8, 2015**
- B. Candidates who pass the written exam will be scheduled for the first oral exam:
Oral Exam: January 9 – 23, 2016 (*these dates are tentative and will be adjusted as necessary*)
- C. Candidates successful in the first oral exam will be scheduled for the second oral exam:
2nd Oral Exam: March 7 – 19, 2016 (*these dates are tentative and will be adjusted as necessary*)

EXAMINATION PROCESS:

Candidates who pass all portions of the exam will be placed on an eligible list according to their performance on the oral exams (including veteran's preference points). Candidates will be informed of their final score and ranking on the eligible list by approximately April 15, 2016.

The role of the City of Seattle Department of Human Resources is to establish an eligible list and, upon request by the Seattle Fire Department, to certify the top 25% of all the candidates on the eligible list. The Fire Department will directly contact those individuals who will proceed to the next step in the pre-employment process.

The Seattle Fire Department makes all hiring decisions after a pre-employment selection process which includes a background investigation, additional interviews, a physical ability exam, and psychological and medical exams. A pre-employment drug test is required by the Seattle Fire Department.

The City of Seattle is an equal opportunity employer that values diversity in its workforce.

NOTES:

- A. Candidates must pass each part of the examination process to be placed on the eligible list.
- B. All candidates will be required to present identification showing a photograph at each phase of the examination process (e.g. driver's license, military identification, etc.).

- C. After appointment to a regular Firefighter position, the employee must serve a one-year probationary period during which the employee must demonstrate the ability to perform the work assigned to the position.
- D. Applicants must make prompt notification of a change of address to the Seattle Department of Human Resources in writing through the online application system.
- E. **Candidates who qualify for veteran's scoring criteria will (after passing the written exam) be required to submit documentation to support their claim for veteran's scoring criteria (e.g., a copy of their *long-form* DD214 showing their honorable discharge). Candidates must pass all portions of the civil service exam process (written and two oral boards) before veterans preference points can be added to their scores. A final exam score will then be established and veteran's scoring criteria points will be added to that score.**

2015/2016 FIREFIGHTER CANDIDATE INFORMATION

To stay up-to-date with information on the examination and pre-employment processes, candidates should visit the following webpage: http://www.seattle.gov/fire/employment/ffjob_candidateinfo2.htm