



**CIVIL SERVICE COMMISSION  
FIREFIGHTER EXAMINATION ANNOUNCEMENT  
(APPLICATIONS LIMITED TO 80)**

The Willoughby Civil Service Commission announces an examination to establish an eligibility list for the position of Firefighter-Paramedic. The written exam is scheduled for Wednesday, January 31, 2024 at 6:00 p.m. at the David E. Anderson Willoughby Senior Center, 36939 Ridge Road, Willoughby, Ohio (located in Union Village just east of Ohio Living Breckenridge Village). Registration will be from 5:30 p.m. – 6:00 p.m. NO ONE will be admitted after testing begins. ID required.

**MINIMUM QUALIFICATIONS:**

- Minimum age of 20 to take exam; age 21 at time of appointment. No applicant is eligible to receive an original appointment with the City of Willoughby on or after the applicant's 35<sup>th</sup> birthday
- High School Diploma or GED Certificate
- Citizen of United States or legally declared intention of becoming a citizen
- Current EMT-Paramedic Certification or proof of current enrollment in an accredited Paramedic Program
- Firefighter II Certification or proof of enrollment in the course
- Completion of the Cuyahoga Community College Firefighter Agility Test in 4 ½ minutes (The certificate must be provided **prior** to a background investigation and shall be no more than 12 months old).

**APPLICATION FILING:**

- There is a \$30 written test fee (no credit/debit cards) payable upon filing application
- Applicants **MUST PRESENT** a valid picture I.D. (driver's license or state I.D.)
- Applicants **MUST PROVIDE A COPY OF:** High School Diploma or GED certificate, Paramedic Certification or proof of enrollment, Firefighter II certification or proof of enrollment
- **ONLY THE FIRST EIGHTY (80) APPLICATIONS WILL BE ACCEPTED**

**CONDITIONAL EMPLOYMENT/SCREENING REQUIREMENTS:**

Candidates must provide a copy of a valid Cuyahoga Community College Firefighter Agility Certificate (4 ½ minutes or less) that is no more than 12 months old **prior** to the background investigation. Before certification for appointment, candidates must provide a copy of their State of Ohio Paramedic Certification and State of Ohio Firefighter II certification and agree to maintain as a condition of employment; successfully pass a written test with a passing score of 70%; background investigation; voice stress analysis; interview; psychological evaluation and a medical exam including drug screening.

Applications and Information Packets are available at Willoughby Fire Station One, 37000 Euclid Avenue, Willoughby, Ohio or at [www.willoughbyohio.com/government/employment](http://www.willoughbyohio.com/government/employment). Applications must be filed **IN PERSON BY THE APPLICANT** at Willoughby Fire Station One, 37000 Euclid Avenue, Willoughby, Ohio during the following times:

**Tuesday, January 9, 2024 through Tuesday, January 23, 2024 from 8:00 a.m. to 3:30 p.m.  
(Applications not accepted on Saturday or Sunday)**

**AN EQUAL OPPORTUNITY EMPLOYER**



## **CIVIL SERVICE COMMISSION GENERAL INFORMATION FOR FIREFIGHTER/PARAMEDIC APPLICANTS (APPLICATIONS LIMITED TO 80)**

### **AGE**

Applicants must have reached the age of twenty (20) as of the date of the written examination. No applicant shall be appointed to the position of Firefighter/Paramedic until such time applicant has reached the age of twenty-one (21). No applicant is eligible to receive an original appointment with the City of Willoughby on or after the applicant's 35<sup>th</sup> birthday.

### **EDUCATION**

- Applicants must possess a current Emergency Medical Technician-Paramedic Certificate or show proof of current enrollment in a state accredited Paramedic Program to participate in the examination.
- Applicants must also possess Firefighter II Certification or proof of enrollment in the course.
- Eligibility for appointment to the position of Firefighter requires State of Ohio Paramedic Certification and State of Ohio Firefighter II Certification, which must be retained during employment with the City of Willoughby.
- Applicants must also have graduated from an accredited high school or successfully completed the General Education Development Test (GED).

### **CITIZENSHIP**

Applicants for examination must be citizens of the United States or have legally declared intention of obtaining United States citizenship through naturalization. No applicant shall be appointed to the position of Firefighter/Paramedic if not a United States citizen.

### **DRIVER'S LICENSE**

A valid picture ID is required at the time of application AND time of examination issued by the State of Ohio or otherwise. However, the applicant must possess a valid State of Ohio Driver's License at time of appointment.

### **WRITTEN EXAMINATION**

The written examination will be administered at 6:00 p.m. on Wednesday, January 31, 2024 at the David E. Anderson Willoughby Senior Center, 36939 Ridge Road, Willoughby, OH 44094 (located in Union Village just east of Ohio Living Breckenridge Village). Registration for the exam will be from 5:30 p.m. to 6:00 p.m. No one will be admitted after testing begins. ID Required.

### **GRADING**

In order to continue in the screening process for firefighter, a minimum score of 70% on the written examination is required.

### **PHYSICAL AGILITY TEST**

Candidates are required to pass, in **4 minutes and 30 seconds** or less, the Firefighter's Physical Agility Test as administered by Cuyahoga Community College. The certificate must be no more than 12 months old and a copy must be provided **prior** to a background investigation. The cost for the examination is at the applicant's expense. **Upcoming test dates are 2/11/24, 3/17/24 and 4/21/24.** For more information please call 216-987-5429.

### **ADDITIONAL SCREENING PROCEDURES**

Applicants will be ranked by score following the written examination. Prior to certification and/or appointment, those under consideration will be processed in the following manner as scheduled by the Commission. A candidate not complying as required by the Commission will be removed from the list of candidates.

### **BACKGROUND INVESTIGATION**

Applicants will be required to furnish an extensive personal history statement which will serve as a basis for the background investigation. Previous employers, current employer, neighbors, schools, etc. may be contacted and requested to furnish information regarding the applicant's performance and general character.

Further screening includes a psychological evaluation, voice stress analysis and an interview conducted by the Civil Service Commission. Eligibility for appointment requires that the candidates successfully complete each phase of the screening process.

Final selection of candidates from the certified eligibility list will be made by the Mayor/Safety Director after a review of the screening results. The selected candidate must satisfactorily complete a post-conditional psychological exam; medical exam meeting the criteria set by the State of Ohio Police and Fire Pension System and drug screening before appointment. Candidates must provide a copy of their State of Ohio Paramedic Certification and State of Ohio Firefighter II Certification and agree to maintain as a condition of employment.

### **ELIGIBILITY LIST**

The eligibility list established as a result of this examination process will be valid for a period of at least one year from the date of establishment. In case of tie scores between applicants, the earliest filed application will take precedence.