

Clarkdale Fire District

Hire List & Reserve Firefighter Employment Opportunity

Clarkdale Fire District (CLFD) anticipates hiring four Reserve Firefighters.

Anticipated Start Date: October 24, 2011 (Start of internal training)

Wages & Benefits: \$9.73/shift hour for Reserve Firefighter/EMT
\$11.55/shift hour for Reserve Firefighter/Paramedic
(Wages quoted are after internal training to be shift-qualified, during training hourly wages are \$7.50/hour)

Minimum Qualifications to Apply

- Be 18 years of age or older.
- Have a high school diploma or equivalent.
- Must possess a valid Arizona State driver's license and satisfactory driving record.
- **Must live within the Verde Valley or Sedona including Cottonwood, Clarkdale, Jerome, Camp Verde, Lake Montezuma, Rim Rock, and Oak Creek Canyon at time of application.**
- Must be able to read, write and speak the English language.
- Successfully completed a CPAT within 6 months of application deadline.
- Have the following certifications:
 - State Firefighter 1&2.
 - Arizona EMT or CEP.
 - Haz-Mat Operations.

Desirable Qualifications/Credits

- National Incident Management System (NIMS) classes IS-100.a, IS-200.a, IS-700.a and IS-800.b (required to be completed within six months of hire).
- Basic Wildland Certificate (S130/S190), required within one year of hire.
- Five percentage points will be added to the final score of persons who successfully completed military service with an "Honorable Discharge" after six months or more of active duty, provided they earned a passing score without preference. A copy of the DD-214 must be provided with the application for review and acceptance.
- Additionally, there will be a ten-percentage point preference for any veteran who has a service-connected disability or according to the definitions of the Americans With disabilities Act, is considered to be disabled. This preference shall also be given to the spouse or surviving spouse of the following: A veteran who dies of a service-connected disability, a member of the armed forces who is listed with the secretary of defense as missing in action, or a person who has a total permanent disability resulting from a service connected disability or who died while such disability was in existence.

Hiring Process

All applications, test results and other submittals must be received by the Clarkdale Fire District no later than 4:30 p.m. on October 1, 2011.

Step 1 – Initial Testing

To be considered for employment, applicants must first complete a standard test at National Testing Network (NTN) within one year of the application deadline (10-01-11).

The National Testing Network (NTN) Arizona Testing Center is located at 4840 South 33rd Street, Phoenix, AZ 85040, (602) 268-9331. To complete a profile/work history and to schedule testing go to www.nationaltestingnetwork.com, select “Fire” and select Clarkdale Fire District as the agency for which to apply (additional agencies may also be selected).

Practice tests are available on-line. Test results will automatically be sent to Clarkdale Fire District. Applicants should schedule their test far enough in advance to ensure test results are *received* by CLFD **no later than 4:30 p.m. on October 1, 2011**. Test results typically take up to 72 hours to reach the District.

Step 2 - Submittals

The following must be *received* by the Clarkdale Fire District no later than 4:30 p.m. on October 1, 2011:

- Completed NTN test results (completed within 1 year of application deadline).
- A fully-completed Clarkdale Fire District Application for Employment (available at the Clarkdale Fire District office or at www.clarkdalefd.org).
- Copies of required certifications.
- Copies of current CPAT card (within 6 months of application deadline).
- A 39-month driving record.
- Resume.
- Copy of DD-214, if military preference points are requested.

Applications will not be considered if any of the required items above are omitted or if items are not *received* by the deadline.

Electronic applications will not be considered.

Step 3 – Screening Process

Applications will be reviewed for completeness, and to determine if the applicants meet the minimum qualifications. The top qualified applicants, based on overall entry level test scores, will be invited to participate in the oral board.

Step 4 - Oral Board

The oral board panel may include Fire Captains, Engineers, Assistant Fire Chiefs and/or District board members. The candidates will be asked judgment-based questions, as well as questions about themselves. **Oral boards/interviews will be held October 12 and 13, 2011** at Clarkdale Fire District, Station 21, 895 First South Street, Clarkdale, Arizona.

Step 5 - Selection Process/Hire List

Successful candidates will be placed on a hiring list, and the Fire Chief will make the final selection.

Offers of Employment

All offers of employment are conditional, subject to the following:

- Candidate successfully passing an employment background check, including criminal background check.
- Candidate successfully passing a driving history check.
- Candidate successfully passing pre-employment drug testing.
- Candidate successfully passing a medical physical.
- Candidate successfully completing mandatory internal training.

If accepted for employment, persons will be required to provide proof of identity and eligibility to work in the United States and to sign a loyalty oath as prescribed by the State of Arizona.

Orientation:

An orientation is expected to be held on the evening of **October 20, 2011** for persons offered employment.

Mandatory Internal Training

Mandatory internal paid training for persons offered employment will take place **October 24, 2011 through October 29, 2011, 8:00 a.m. to 5:00 p.m.** Pay during this training will be \$7.50/hour.

Other:

- Clarkdale Fire District is an Equal Opportunity Employer. We adhere to a policy of making employment decisions without regard to race, color, religion, age, gender, national origin, ancestry, marital status or sexual orientation.
- We use E-Verify.
- Clarkdale Fire District is an "At Will" employer.
- Clarkdale Fire District complies with the Smoke Free Arizona Act established by Arizona State Statute § 36-601.01.

**Clarkdale Fire District (Station 21)
895 First South Street
PO Box 1236
Clarkdale, AZ 86324
(928) 639-4591**

www.clarkdalefd.org

Please refer to the job description for additional information regarding this position. The Job description and employment application are available on-line at www.clarkdalefd.org/employment.htm