



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Sheriff's Office (Office of Emergency Management)

Job Title: Emergency Services Specialist / CAD System Coordinator

Salary Range: \$49,219 – \$58,390* (*Based on years of service employed with Saratoga County)

Work Location: 6012 County Farm Road, Ballston Spa, NY 12020

Classification: Competitive (This Position is being filled on a provisional basis pending the results of a civil service exam to be given at a later date)

Job Description

This is paraprofessional work involving the responsibility for assisting the Director with a variety of projects including E-911 information and emergency services and management activities. Duties are performed under the general supervision of the Director. Direct supervision is available for unusual problems. Performs related duties as required.

Minimum Qualifications (at least)

- (A) Possession of a Bachelor's Degree and two (2) years of full-time paid experience working within the emergency service field (i.e. medical, fire, emergency response, etc); **OR**
- (B) Possession of an Associate's Degree and four (4) years of full-time paid experience working within the emergency service field (ie. Medical, fire, emergency response, etc.); **OR**
- (C) Graduation from high school or possession of a high school equivalency certificate (GED) and six (6) years of full-time experience as listed in A and B above.

SPECIAL REQUIREMENT(S): Possession and maintenance of a valid NYS Drivers license appropriate to type of vehicle to be operated.

NOTE: Intern, volunteer and part-time experience will be evaluated on a case-by-case basis.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)

- Provides paraprofessional assistance in the preparation of emergency 911 number database;
- Assists the Director in overall coordination of the emergency management program;
- Assists in the preparation of required reports for agencies such as the State Emergency Management Office;
- May act as a liaison with other county department and committees;
- Establishes and maintains contact with outside agencies relative to emergency management services;
- Prepares and maintains a variety of plans, reports and related records;
- Resolves ANI/ALI 911 discrepancies;
- Assists in maintenance of GIS data related to CAD operations;
- Processes response plan updates.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*



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Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This Position is being filled on a *provisional* basis pending the results of a civil service exam to be given at a later date
- Criminal Justice Information Services (FBI) clearance required
- Preference may be given to EMT certified candidates
- Must obtain EMT certification with 18 months of appointment

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue through **May 10, 2024 or until the vacancy has been filled**

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.