

SHELBY CIVIL SERVICE COMMISSION
NOTICE OF EXAMINATION

Entry Level Fire Fighter

Public notice is hereby given that the Shelby Civil Service Commission will administer an Entry Level Firefighter Examination to develop and certify a candidate list for current and future openings in the Shelby Fire Department.

**Saturday, December 4, 2021 at 9:30 AM
Shelby Justice Center**

Application Deadline November 22, 2021

Applicants must be 18 years of age, must have a High School diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Applicants must have a valid Ohio Drivers License. Applicants must provide a current EMT-B certification in the State of Ohio. Applicants must also provide at least a current certification of volunteer firefighter in the State of Ohio. Higher Certifications in firefighting will be preferred. Any related certifications will also be preferred.

The written exam will be held at the Shelby Justice Center, 29 Mack Ave, Shelby, Ohio 44875. Candidates may park in the employee lot off of Tucker Ave. No applicant shall be admitted to any assembled examination more than thirty (30) minutes after the advertised time of beginning such examination, nor after any applicant competing in any such examination has completed his work and left the examination room, whichever shall occur earlier, except by special permission of the person in charge, who, in his discretion, may admit the applicant conditionally, subject to the final approval or disapproval of such admission by the Commission.

The final successful candidate will be required to have a complete physical examination as required by Ohio Police and Fire Pension Fund Board and by a doctor specified by the Civil Service Commission, and will have to pass a security check conducted by the Shelby Police Department, and a drug test.

Entrance exam application pickup is available from 8:00 am to 4:00 pm, Monday through Friday, November 8 -19, 2021. Pickup location is Shelby City Hall, 43 West Main Street, Shelby, OH, 44875. The deadline for returning the application to the Mayor's office is 4:00 pm, Monday, November 22, 2021. This should include any required and supporting documents concerning military service or fire training.