



# CITY OF EASTON

## PENNSYLVANIA

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123 SOUTH THIRD STREET, EASTON, PENNSYLVANIA 18042  
[www.easton-pa.gov](http://www.easton-pa.gov)

### Guide to Civil Service Rules and Procedures for the City of Easton

#### **What is Civil Service?**

Civil Service rules and procedures are to appoint and hire civil servants or public servants in a public sector environment on behalf of a government department (like a fire fighter or police officer)

The City of Easton has their own set of Civil Service rules and procedures that reflect the Third Class City Code along with other procedures that may be unique to the City.

#### **What is the Civil Service Process to be hired as a Fire Fighter or Police Officer?**

The City of Easton hires fire fighters and police officers off of a Final Eligibility List which is active for 2 years after it has been established. There are a number of steps that an individual needs to complete to get on the Final Eligibility List:

1. When the City advertises we are accepting application, submit a completed application on or before the due date indicated with the application deposit. The applicant must meet these additional general qualifications in order to move to the next step of the process.
  - Must be 21 at the time the test is given
  - Citizen of the United States
  - Possess a High School diploma or GED
  - Must have a valid Drivers License
2. A written general knowledge exam is given to all applicants who have submitted a completed application. The passing score for this exam is a 70% or higher.
3. A physical agility test is given to test the physical extent of the candidate. This is a timed pass/fail test. There is more detail about the physical agility test within the application.
4. An oral interview is conducted which is graded and needs to have a 70% or higher to pass.
5. If all exams are completed and passed by the applicant then the grades to the exams are weighted and totaled and placed on the Final Eligibility List with the other applicants in order by highest grade. The military preference points will be applied on the final grade. You must possess a DD214 to be applicable to receive the points. When the City hires for a fire fighter or police officer they start at the first person on the list and move down accordingly.

**What happens when The City gets to my name on the list?**

When the City gets to your name on the list they can make a conditional offer of employment pending you pass the following:

- Background Check
- Drug Screening
- Psychological examination
- Medical examination

If these items are completed successfully then you will be hired and sent to the Fire or Police Academy for training if applicable.

Please note that the City is not required to hire you if they get to your name on the list. They can hire any of the next three individuals in subsequent order on the list.

**What happens when I get hired?**

If hired in the **Fire Department** the City sends the fire fighter to a local Fire Academy for 4 months. While in the academy the fire fighter is considered a Recruit I. After the fire fighter finishes the academy they are brought on the force and is subject to more training as a Recruit II at the City of Easton Fire House. After the fire fighter has completed all of their training they move to a Fire Fighter 1. With each bump from Recruit I to a Fire Fighter 1 there are pay increase that happen.

For the 2019 year the increases are as followed:

Recruit I	\$36,473
Recruit II	\$46,895
Fire Fighter 1	\$52,105

These lump sum increases continue until the fire fighter moves beyond a fire fighter 5 at which point in time receives only the annul raise each year.

If hired in the **Police Department** the City sends the police officer to a local Police Academy for 6 months unless they have Act 120 at the time of hire. After the academy is completed the police officer is brought on the force as a Police Officer 1 and has additional training at the police station for about 4 months.

For the 2019 year the increases are a followed:

Patrol Officer while in Academy	\$44,409
Police Officer 1	\$55,233

For any additional questions please email [humanresources@easton-pa.gov](mailto:humanresources@easton-pa.gov) or call (610)250-6628