



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



OCCUPATIONAL THERAPIST Training and Experience Continuous Recruitment Examination

VACANCIES: This eligible list will be used to fill vacancies as they occur in all Seneca County School Districts.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

SALARY: Varies with each District.

MINIMUM QUALIFICATIONS:

Licensed and currently registered by the New York State Education Department as an Occupational Therapist.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing occupational therapy case work in a program designed to meet therapeutic needs of selected individuals in the school population. The incumbent is responsible for evaluating, planning and providing occupational therapy treatment to students in accordance with referral from a physician or from a review committee. Progress is discussed with the program coordinator, teachers and parents. The work is performed under the general supervision of higher level administrator, doctor, or program coordinator. Supervision may be exercised over Certified Occupational Therapy Assistants or other staff. Does related work as required.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

APPLICATION FEE:

A fee of **\$10.00** is required for each separately numbered examination for which you apply. When you are applying online, complete the required fields for payment as noted. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. **The required fee must accompany your online application.**

Examination To Be Held:

CONTINUOUSLY

Applications Accepted:

CONTINUOUSLY

TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY)

Implements pediatric occupational therapy or oversees activities implemented by therapy assistants, providing supervision and guidance as necessary;
Conducts meetings with staff to discuss the occupational program and its effectiveness, new approaches in the field and problems in treatment;
Performs initial screening, evaluation, and consultation for students referred to program;
Develops school based goals, treatment objectives and therapeutic activities and tasks to be incorporated into the student's individualized education plan;
Provides on-the-job training to certified occupational therapy assistants in the techniques and goals of the therapeutic occupational program;
Maintains written case notes and other written documentation as required by school policy or by state law;
Attends and participates in staff conferences on students needs and progress;
Communicates with teachers, classroom support staff, physicians and other staff with student contact to ascertain progress or additional needs;
Develops home based programs where appropriate;
Assesses and makes recommendations regarding adaptive and orthotic equipment needs and monitors equipment status;
Maintains daily time sheets and Medicaid statistic sheets as appropriate;

SUBJECT OF EXAMINATION:

The evaluation of training and experience is designed to assess your education and experience as they relate to the duties of the job title. Candidates who meet the minimum qualifications will be rated based on their training and experience against the background of the position. Only candidates who meet the minimum qualifications will be rated.

Please prepare a summary of your education and training for this position. Show all relevant, formal, college-level coursework including name and address of the institution, dates of attendance, field of study, degrees or certificates received, if appropriate, and number of semester hours completed in each subject area. Show relevant institutes, seminars, conferences, symposia, and in-service education workshops, including the dates of attendance, hours of training received, and certificates received, if any.

For each relevant position you have held, identify the name and address of your employer, name and title of your supervisor, your title and final average salary, the dates of your employment, (including month and year), whether the position was full or part time and the number of hours worked per week. Then describe your main duties and responsibilities and indicate the percent of time spent in each work activity. Be sure to include a complete description of your activities in the areas of health-related social work.

For any position which involved supervision, indicate the number, title, and degree-level (i.e. MSW or non-MSW) of the employees you supervised; describe your supervisory activities and indicate the percent of time you spent on each.

Identify and provide documentation for professional licensure granted by New York State and/or national professional organizations.

Be as specific and concrete as possible. Ambiguity and vagueness will not be resolved in your favor. Additional information concerning a candidate's training and experience will not be accepted after the application has been rated.

ELIGIBLE LISTS:

Successful candidates will have their names placed on the eligible list in order of final score, regardless of the date on which they took the test. The names of qualified candidates will remain on the eligible list for one year.

The Seneca County Personnel Office reserves the right to terminate this special recruitment program at any time and re-establish a program of periodic testing for this title.

VETERANS CREDITS:

Veterans or disabled veterans (including some current armed forces personnel) desiring to claim additional credit must make application for such additional credit at the time they make application for examination or at any time between the date of application for examination and the date of the establishment of the resulting eligible list. Your eligibility will be determined after we receive this completed application and a copy of your DD214. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit by the time the eligible list is established, cannot later be granted credit on such eligible list. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDITS FORMS AND TO SUBMIT SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLICATION FEE:

A fee of \$10.00 is required for each separately numbered examination for which you apply. The required fee must accompany your application.

APPLICATION FEE WAIVER:

A waiver of the application fee is available for individuals who are unemployed and primarily responsible for the support of a household; or individuals who are eligible for Medicaid, or receiving Supplemental Security Income (SSI) payments; or individuals who are receiving Public Assistance in the form of Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance, or are certified eligible for Job Training Partnership Act/Workforce Investment Act programs through a state or local social services agency. If you can verify eligibility for application fee waiver, complete an "Application Fee Waiver Request and Certification" form and submit it with your application.

NOTE: Religious Accommodations, handicapped persons: If special arrangements for testing are required, indicate this on your application form. All qualified candidates will be notified by mail as to location of exam, time, date, etc. Also, special testing arrangements for active military members are available.

NOTE: This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service rules, regulations dealing with the rating of examinations will apply to the written test.

Special Requirement for Appointment in School Districts and BOCES

Per chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Before filling out your application, read the announcement for this examination carefully. When completing your application be sure to enter the examination title which identifies the examination for which you are filing.
2. Notify this agency immediately of any change of address. When writing give the title of examination.
3. Falsification of any part of the "Application for Employment" will result in disqualification.
4. Applicants must answer every question on the application and make sure that the application is complete in all respects. An incomplete application may result in its disapproval.
5. The candidate must complete an "Application for Employment" for each open-competitive and/or promotion examination he/she is eligible to take.
6. All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a pro-rated basis.)
7. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

If you are unable to apply online,
Applications May Be Obtained From and Returned To:
Seneca County Personnel Office,
1 Di Pronio Drive, Waterloo, NY 13165

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