

TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



OPEN TO PUBLIC

Tompkins County Personnel Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply.

TITLE: OCCUPATIONAL THERAPY ASSISTANT

SALARY: \$28,654 2008 Base Salary T-S-T BOCES - 36.25 Hours

EXAM NUMBER: #10140

APPLICATIONS WILL BE ACCEPTED CONTINUOUSLY

EXAMINATIONS ARE SCHEDULED AND HELD PERIODICALLY

THE ISSUE DATE OF THIS ANNOUNCEMENT IS: JANUARY 2009

DO NOT REMOVE THIS CONTINUOUS RECRUITMENT EXAMINATION ANNOUNCEMENT.

LOCATION OF POSITIONS/VACANCIES:

The eligible list resulting from this continuous recruitment, training and experience examination may be used to fill any appropriate full-time, part-time, and/or temporary vacancies that occur in the title of Occupational Therapy Assistant during the life of the candidate's eligibility on the list.

DISTINGUISHING FEATURES OF THE CLASS:

This is a paraprofessional position involving responsibility for the application of occupational therapy treatment to pupils in a local school district or BOCES Special Education program. The work is performed under the supervision of an occupational therapist who evaluates the pupils, develops the treatment plan and designates treatment procedures to be followed. Pupil progress and observations are reported to the occupational therapist, which modifies the treatment to promote maximum rehabilitative and restorative measures. May be responsible for supervision of Occupational Therapy Aides. The incumbent will perform all related duties as required.

THE NORMAL RESIDENCY REQUIREMENT HAS BEEN WAIVED FOR THIS TITLE/EXAMINATION.

MINIMUM QUALIFICATIONS:

At the time of application, the candidate must possess a current NYS license and registration, or a limited permit to practice, in the title of Occupational Therapy Assistant in New York State. If the nominee possesses only a limited permit, he or she must become fully licensed and registered within one year from the date of permanent appointment.

SCOPE OF THE EXAMINATION:

There is no written or oral test for this examination.

The only examination will be an evaluation of your training and experience. You are, therefore, asked to include in your

application a summary of all-pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your **Summary of Training**, include all college course work (an original transcript is required), formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.

In your **Summary of Experience**, you must specify the dates of your employment, the number of hours worked per week, your title and the main duties for each. Be specific, vagueness and ambiguity **WILL NOT** be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

Submission of a resume does not relieve a candidate of his/her responsibility for properly completing the official Tompkins County Application for Examination/Employment. Candidates who fail to adequately complete the application will be disqualified.

NOTE:

An original transcript must be submitted for this position.

THE ELIGIBLE LIST:

The eligible list established for Occupational Therapy Assistant will be maintained on a continuing basis by conducting periodic examinations. Candidates who are successful will be interfiled on the continuous recruitment eligible list for one year. Eligibles will be ranked in accordance with the score assigned to them based upon their training and experience and, in case of tie scores, by the date of testing and alphabetically.

FURTHER INFORMATION AND INSTRUCTIONS

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Accepted candidates will be notified when and where to appear for the examination. If you do not receive our notice to appear at least three days before the date of the written examination, call Tompkins County Personnel at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.
3. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.
4. **ACTIVE MILITARY PERSONNEL, VETERANS, OR DISABLE VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirement set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**
5. Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulation, which deal with the rating and review of the examinations apply.
6. The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.
7. The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.
8. All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).
9. Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.
10. Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Personnel Office.
11. Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books or other reference materials.
12. **APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** If you have applied for any other civil service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all of the examinations at one test site. If you have applied for both State and Local government examinations, you must make arrangements to take all of your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied only for multiple local government examinations, you must write to each civil service agency to make arrangement. You must make your request for these arrangements no later than the final filing date of the examination. You must notify all local government civil service agencies with whom you have filed an application of where you wish to sit for your examinations(s). For further information call (607) 274-5526.

13. **FOR RELIGIOUS ACCOMMODATIONS AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.
14. **ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.**
15. **“In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 duties in this municipality; please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.”
16. **BACKGROUND INVESTIGATION:** Applications may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

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125 EAST COURT STREET
ITHACA, NY 14850