

**BEFORE APPLYING FOR THIS EXAM,
PLEASE READ THIS IMPORTANT INFORMATION:**

**APPLICATIONS WILL NOT BE ACCEPTED AFTER
CLOSE OF BUSINESS ON THE APPLICATION DEADLINE.**

The application review fee is **NON-REFUNDABLE**. You will **NOT** receive a refund if your application is disapproved.

HOW TO APPLY FOR THIS EXAM:

- STEP 1:** **Read this exam announcement thoroughly.** You must compare your qualifications carefully against the MINIMUM QUALIFICATIONS listed on this announcement. Apply only for those exams for which you are clearly qualified. It is your responsibility as an applicant to determine whether you meet the qualifications.
- STEP 2:** **Submit a Civil Service application.** Go to: mycivilservice.cayugacounty.us/exams and click on the "APPLY" button next to the title of the exam for which you are applying. Your application must show that you meet the minimum qualifications. All experience required to meet the qualifications must be paid, full-time experience (unless otherwise noted).
- STEP 3:** **Submit the application review fee.** We accept credit cards, checks, money orders, or cash. If paying with a check or money order, make payable to CAYUGA COUNTY. If paying with a credit card, please note that there will be a \$1.00 service fee.

AFTER YOU APPLY:

Approximately **5 DAYS before the exam date**, approved candidates will receive an Admission Notice which will specify the exam time and location. (Disapproved candidates will receive a letter stating reason for disapproval.) If you do not receive an Admission Notice within 3 DAYS of the exam date, contact our office at 315-253-1284.



Cayuga County Department of Human Resources and Civil Service Commission

County Office Building, 2nd Floor
160 Genesee Street
Auburn, NY 13021

Phone: (315) 253-1284

Email: civilservice@cayugacounty.us

Website: cayugacounty.us/civilservice

Fax: (315) 253-1084

CIVIL SERVICE EXAM (Open to the Public)

Occupational Therapist (Training & Experience Evaluation)

Evaluation Date *

Tues., Oct. 18, 2022

Exam Number

OC# 202213

Application Fee

\$15 (non-refundable)

Application Deadline

**Wed., Oct. 12, 2022
(by 5:00 p.m.)**

All application fees are NON-REFUNDABLE. It is your responsibility as an applicant to determine whether you meet the minimum qualifications listed. You will not receive a refund if your application is disapproved.

* **This will be an evaluation of training and experience. Read carefully the "SUBJECTS OF EXAM" below.**

SUBJECTS OF EXAMINATION:

THERE WILL BE NO WRITTEN OR ORAL TEST FOR THIS EXAMINATION. The only subject of 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, 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.

It is the candidate's responsibility to provide all necessary documentation, to complete all relevant parts of the application, and to show that they meet the minimum qualifications listed on this announcement. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS:

Licensed and currently registered by the NYS Education Department as an Occupational Therapist.

SPECIAL REQUIREMENT:

Agreed to by MSD and State Health Department, JULY 1976.

Based on NYS Hospital Code.

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Operation of employer-owned vehicles requires employees to possess a current valid New York State Motor Vehicle operator's license.

SALARY: \$53,771

ANTICIPATED ELIGIBILITY (LICENSURE/CERTIFICATION): If you are eligible for the required licensure/certification you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of possession of the required licensure/certification to the Cayuga County Civil Service Commission.

VACANCIES: The eligible list established as a result of this exam will be used to fill present and future vacancies as they occur in any Cayuga County Civil Service Commission jurisdiction where the title may exist.

RESIDENCY: Candidates must have been legal residents of NYS for at least 30 days immediately preceding the date of the written test. The eligible list will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23-4a of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least 30 days prior to appointment. After the names of residents have been exhausted, Cayuga County must then certify the names of non-residents on the list.

ANTICIPATED ELIGIBILITY (EDUCATION): If you expect to complete the educational requirement by **4-18-2023**, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Cayuga County Civil Service Commission. Proof must be submitted by **6-18-2023**. Failure to do so will result in removal of your name from the eligible list.

EVALUATION OF FOREIGN POST-SECONDARY EDUCATION: Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Dept. as following acceptable educational practices. **NOTE:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: Provides occupational therapy treatment to patients* in a health care facility, school and/or home setting; does related work as required. This is a professional position involving responsibility for evaluating, planning and providing occupational therapy treatment to patients in accordance with written prescription or referral from a physician who provides medical direction. The Occupational Therapist is responsible to a Senior Occupational Therapist or, if there is no Senior position, to the facility administrator for the operation of the department. In the Public Health Department the Occupational Therapist is responsible to the Director of Patient Services. Supervision may be exercised over the work of Occupational Therapy Assistants, Occupational therapy Aides and clerical employees assigned to the service. In the Public Health Department supervision may be exercised over the work of Occupational Therapy Assistants, Home Health Aides and clerical employees assigned to the service. In a school the Occupational Therapist is responsible to the Director of Special Education or other Administrator and would work with a K-12 population of students.

* The term "patient" should be changed to "resident" when position is used in health related facilities and to "student" when position is used in a school.

JURISDICTION: The Cayuga County Civil Service Commission jurisdiction consists of 35 County Departments; 6 County School Districts (Cato-Meridian, Moravia, Port Byron, Southern Cayuga, Union Springs, and Weedsport); Cayuga-Onondaga BOCES; Cayuga Community College; Cayuga County Soil and Water Conservation District; Cayuga County Water and Sewer Authority; Seymour Public Library District; 23 Towns; and 9 Villages.

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.

VETERAN'S CREDIT: If you are a War-Time Veteran, or if you are currently in the United States Armed Forces, you may be eligible to have extra credits added to your passing exam score. **However, it is your responsibility to submit the appropriate Veteran's Credit form(s) on or before the date of the examination.** Download at: cayugacounty.us/LivingWorking/CivilServiceCommission/AppsRelatedForms.aspx. In addition to the Veteran's Credit form(s), you must include a copy of your discharge papers (DD-214). The time periods for which veteran's credit is permitted are listed on the Veteran's Credit Application.

PRE-EMPLOYMENT DRUG TESTING: Candidates may be subject to pre-employment drug testing as a condition of employment with Cayuga County.

ADDITIONAL CREDITS ALLOWED 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 the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check (applicant must pay fee), to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

SECTION 23.2: This exam will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Law, Rules & Regulations dealing with the preparation and rating of exams will apply to this exam.

APPLICATION FEE WAIVER: An application fee waiver will be allowed if you are unemployed and primarily responsible for the support of a household, or if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance), or receiving foster care, or certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility, complete a waiver request form and submit it with your application on or before the application deadline listed on this announcement. Download at: cayugacounty.us/portals/0/civilservice/forms/applicationfeewaiverrequest.pdf.

THE FOLLOWING APPLIES TO RELIGIOUS OBSERVERS / CANDIDATES WITH DISABILITIES / MILITARY SERVICE MEMBERS:

Applicants whose religious beliefs or military service prevent their taking exams on scheduled dates, and candidates with disabilities who require special accommodations to take the test, should indicate the need for special arrangements on their application.

Military Service Members: If you apply for an exam during the filing period but are on active military duty on the exam date, you may request a military makeup exam. If you are on active duty or discharged after the filing period has begun, you may apply for the exam up to ten days before the exam date.

ELIGIBLE LIST: The duration of an eligible list may be fixed for minimum period of 1 and not more than 4 years. Appointment from an eligible list must be made from the top 3 candidates willing to accept appointment.

CHANGE OF ADDRESS: If you move, it is your responsibility to notify the Civil Service Office of your new address. The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in being passed over for appointment.