

CAREER OPPORTUNITIES WITH CIVIL SERVICE

HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

EXAMINATION Open to the Public

OCCUPATIONAL THERAPIST

Examination Number 19-010

Applications Accepted Continuously – Continuous Recruitment Program

Refer to General Instructions, Filing Fee Information, and Application Fee Waiver

A NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION

\$15.00 MONEY ORDER ONLY - payable to the Herkimer County Treasurer

Cash accepted only if paying in person; you must have the exact dollar amount.

Personal checks will NOT be accepted.

Salary: Varies with each jurisdiction

Vacancies: The eligible list established as a result of this examination will be used to fill appropriate vacancies, which may exist/occur under the jurisdiction of the Herkimer County Personnel Department. At present, one vacancy exists at Herkimer BOCES.

Eligible List: Successful candidates will have their name placed on the Eligible List in order of final scores regardless of the date in which they filed or took the text. The names of the qualified candidates will remain on the eligible list for a period of one year. Candidates may apply for retests at six month intervals.

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

Residency: Candidates must have been legal residents of Herkimer County, or a contiguous County (Fulton, Hamilton, Lewis, Montgomery, Oneida, Otsego, St. Lawrence), for at least thirty (30) days immediately preceding the date of examination. Preference in appointment may be given to successful candidates who have been legal residents of the jurisdiction in which appointment is to be made.

DUTIES: 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. Supervision may be exercised over the work of Occupational Therapy Assistants, Occupational Therapy Aides and clerical employees assigned to the service.

MINIMUM QUALIFICATIONS FOR TAKING THE TEST:

Candidates must meet the following requirements on or before the date of filing application:

ACCEPTABLE TRAINING AND EXPERIENCE:

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

SUBJECT OF 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. Candidates who submit incomplete applications or documentation may be disqualified.

DO NOT SEND A RESUME

Supplementary documentation, other than college delayed transcripts, will not be accepted after application has been filed unless specifically requested by this department.