

PLEASE POST CONSPICUOUSLY

MADISON COUNTY PERSONNEL/CIVIL SERVICE
COUNTY OFFICE BUILDING
WAMPSVILLE, NEW YORK

NO. 502-13
OPEN COMPETITIVE
OCCUPATIONAL THERAPIST

DATE OF EXAMINATION:

November 12, 2013

APPLICATIONS ACCEPTED UNTIL

October 24, 2013

**APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY APPLICATION DEADLINE
A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE
MUST ACCOMPANY EACH APPLICATION
\$15.00 MONEY ORDER ONLY – PAYABLE TO MADISON COUNTY TREASURER
Since application fees are non-refundable, you are urged to carefully compare
your qualifications with the requirements for admission and file only for those
examinations for which you are clearly qualified.**

SALARY: Varies in those jurisdictions whose Civil Service is administered by the Madison County Department of Personnel/Civil Service.

VACANCIES: The eligible list established as a result of this examination will be used to fill present and future vacancies as they occur in those jurisdictions whose Civil Service is administered by the Madison County Department of Personnel/Civil Service.

RESIDENCY: There are no residency requirements for this examination. Preference in certification may be given to successful candidates who have been legal residents of Madison County or the jurisdiction in which appointment is to be made for at least one month prior to the date of certification.

DISTINGUISHING FEATURES OF THE CLASS: 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 work is performed under the general supervision of a higher ranking professional employee with wide leeway allowed for the exercise of independent professional judgment. Supervision may be exercised over private occupational therapists with service contracts with the School District. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's degree in occupational therapy; OR

(B) Graduation from a regionally accredited or New York State registered four year college or university and completion of an approved post graduate program in occupational therapy.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Licensure and current registration with the New York State Education Department to practice occupational therapy or a current temporary permit pending licensure by that department.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: 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 as involving direct contact with students, a clearance for employment from the State Education Department is required.

SUBJECTS 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 coursework, 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.

Candidates Responsibility: It is the responsibility of candidates to provide all necessary documentation and to complete all relevant parts of the application. To receive credit for experience--either qualifying or against a rating scale--you must show basic information such as employer name and address, name and title of supervisor, hours worked per week, dates of employment to include month and year started and ended, etc. A copy of a verifiable transcript for required education and a copy of the required license or professional certificate **must be submitted**.

APPLICATIONS: May be obtained and must be filed in the Madison County Personnel/Civil Service Department, County Office Building, PO Box 636, Wampsville, NY 13163. Phone (315) 366-2341. [Applications](#) can also be downloaded at the Personnel Department's website www.madisoncounty.ny.gov. Applications must be received or postmarked no later than 5:00 p.m. on the last filing date.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed 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 are 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 for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.** You may call/write the Madison County Personnel/Civil Service Department, P.O. Box 636, Wampsville, NY 13163; (315)366-2341 or you can download the form from the Madison County Personnel Department's website www.madisoncounty.ny.gov.

ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF DEPUTY SHERIFFS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: In conformance with section 85-a of the Civil Service Law, children of deputy sheriffs 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 deputy sheriff 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.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. [Applications](#) for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credit.

BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER ON YOUR APPLICATION WHEN YOU FILE.

ISSUED: September 27, 2013

Eileen M. Zehr
Madison County
Personnel Officer

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER