DELAWARE COUNTY PERSONNEL OFFICE
announces **Continuous Recruitment Examination** For

OCCUPATIONAL THERAPIST

Updated 7/1/16

Applications accepted continuously.

EXAMINATION FEE: A fee of $15.00 is required for each separately numbered examination for which you apply. The required fee MUST accompany your application and be received in our office by the last filing date or you will not be approved to take the examination. Send your certified check or money order payable to the Delaware County Personnel Office. Write the examination number(s) on your check or money order. ******PERSONAL CHECKS WILL NOT BE ACCEPTED.****** No refund of fees will be allowed whether or not you meet the minimum qualifications. 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.

EXAMINATION FEE WAIVER: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination 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 examination fee waiver are subject to verification. If you can verify eligibility for examination fee waiver, complete a "Request for Examination Fee Waiver and Certification" form and submit it with your application by the Last Filing Date as listed on the Examination Announcement. "Request for Examination Fee Waiver and Certification" forms may be obtained in the Personnel Office or online at www.co.delaware.ny.us click on departments and then personnel. Waivers will not be considered if filed after the last filing date.**

LOCATION OF POSITIONS: Positions may become available at the Board of Cooperative Educational Services, Norwich, New York;

ELIGIBLE LIST: Successful candidates will have their name placed on the continuous Eligible List for one year. After one year candidates' names will be removed from the list. Candidates may apply for retest at six month intervals.

SALARY: Salary varies depending upon the location of the position.

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. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must possess a license and be currently registered by the New York State Education Department as an Occupational Therapist.

NOTE: Residents of Delaware County may be considered first for appointment.

SUBJECT OF EXAMINATION: Candidates' applications will be rated on the basis of their training and experience in relation to the requirements of the position. Since there is NO WRITTEN OR ORAL TEST for these positions, it is essential that candidates give complete and accurate information on their applications. Permanency after appointment will be based on successful completion of a probationary period during which performance and work habits will be evaluated.

Applications for examination can be obtained from the Delaware County Personnel Office. One Courthouse Square, Suite #2, Delhi, New York 13753. Applications must contain the correct examination title in order to be considered.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the rating of examinations will apply to this examination.

*****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.
*****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 credits can only be added to a passing score. Effective January 1, 1998, the State Constitution was amended to permit a candidate **currently in the armed forces** to 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's the responsibility of the candidate to provide appropriate proof indicating the service was in time of war, as defined in Section 85 of the 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 credits.

DELAWARE COUNTY IS AN EQUAL
EMPLOYMENT OPPORTUNITY EMPLOYER

DELAWARE COUNTY PERSONNEL OFFICE
TEDDIE STOREY, PERSONNEL OFFICER