

**THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES
A CONTINUOUS CIVIL SERVICE EXAMINATION FOR
OCCUPATIONAL THERAPY ASSISTANT
EXAM NO. 3-CONT**

APPLICATIONS ACCEPTED CONTINUOUSLY
TRAINING & EXPERIENCE EXAMINATION
HELD PERIODICALLY

PROCESSING FEE
\$15.00
(Check\Money Order)

SALARY VARIES BY JURISDICTION. The List resulting from this examination will be used to fill all full-time and part-time vacancies under the jurisdiction of the Ontario County Department of Human Resources.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF NEW YORK STATE FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE EXAMINATION DATE.

Jurisdictions under the Ontario County Department of Human Resources include Ontario County, its Towns, Villages, School Districts, Cities, the Finger Lakes Community College, and the Board of Cooperative Educational Services.

IN ACCORDANCE WITH SECTION 23-4 (A) OF THE CIVIL SERVICE LAW, PREFERENCE IN APPOINTMENT MAY BE GIVEN TO RESIDENTS IN THE JURISDICTION WHERE THE VACANCY EXISTS.

WHEN PREFERENCE IN CERTIFICATION IS GIVEN TO RESIDENTS OF A MUNICIPALITY PURSUANT TO SUBDIVISION 4-a OF SECTION 23 OF THE CIVIL SERVICE LAW, AN ELIGIBLE MUST HAVE BEEN A RESIDENT OF SUCH MUNICIPALITY FOR AT LEAST ONE MONTH PRIOR TO THE DATE OF CERTIFICATION IN ORDER TO BE INCLUDED IN A CERTIFICATION AS A RESIDENT OF SUCH MUNICIPALITY AND MUST BE A RESIDENT OF SUCH MUNICIPALITY AT THE TIME OF CERTIFICATION AND APPOINTMENT. APPLICANTS MUST LIST A HOME ADDRESS TO BE CONSIDERED FOR PREFERENCE IN CERTIFICATION.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Carries out occupational therapy procedures by working with clients individually or in groups to provide treatment of an illness or disability and training in the activities of daily living;
Confers periodically with an Occupational Therapist regarding all facets of client care and related activities;
Prepares and sets up occupational therapy treatment apparatus;
Observes, records and reports clients' reactions to occupational therapy treatments and programs;
Prepares and maintains records of treatment, response to treatment;
Provides for and observes safety precautions during all phases of therapy;
Inventories, cleans, stores and maintains supplies and equipment;
Provides consultations with teachers, families, support staff and/or other therapists as directed by the registered Occupational Therapist.

MINIMUM QUALIFICATIONS: Certified by the New York State Education Department as an Occupational Therapy Assistant.

NOTE: Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicant will be required to submit the necessary fees for the fingerprint processing, where required.

SUBJECTS OF EXAMINATION: There will be no written or oral test for this examination. Candidates who meet the minimum qualifications will receive a rating based on an evaluation of their training and experience against the background of the duties of the position.

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 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.

Applications and further information may be obtained by writing or calling in person at the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES, 3019 County Complex Drive, Canandaigua, New York 14424 (585-396-4465). Information may also be obtained by visiting our website at www.co.ontario.ny.us/HumanResources/ Completed applications may be delivered personally or mailed to Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, NY 14424.

Information may also be obtained by calling in person at our **WALK-IN** office at 83 Seneca Street in Geneva, (315-719-0321). The Geneva Office is open on Mondays and Wednesdays only.

Applications will be accepted continuously, with ratings conducted by the Ontario County Department of Human Resources. The names of those passing will be added to the Eligible List as they qualify. The names of the qualified candidates will remain on the Eligible List for one year. Applications received after a rating is completed will be retained for the next rating. **Candidates may apply for this Training & Experience examination at six-month intervals.**

THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES RESERVES THE RIGHT TO TERMINATE THIS SPECIAL RECRUITMENT PROGRAM AND REESTABLISH THE PERIODIC TYPE OF EXAMINATION.

ADDRESS AND TELEPHONE NUMBER CHANGES MUST BE PROVIDED IN WRITING AS NOTIFICATIONS OF EXAM AND VACANCIES ARE MAILED TO ELIGIBLES. TO BE CONSIDERED FOR PREFERENCE IN CERTIFICATION BASED ON RESIDENCY, PLEASE INCLUDE SCHOOL DISTRICT AND TOWN/VILLAGE.

NOTE: 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.

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 and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Ontario County is an Equal Opportunity Employer, and, as such, offers equal opportunities for all qualified applicants with no discrimination as to race, color, creed, sex, national origin, or disabilities.

The **required fee** must accompany your application. (If you file for multiple examinations, each application must be accompanied by a separate check/money order. If your application is disapproved, your check/money order will be returned to you.) Check/money order must be made payable to **Ontario County Department of Human Resources** and write the examination number on your check/money order. Do not send cash. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. A **\$20.00 service charge** will be imposed on any checks returned to the Ontario County Treasurer.

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.

John E. Garvey
Director of Human Resources

Occupational Therapy Assistant
Exam No. 3 - CONT

Revised: February 25, 2009