TIOGA COUNTY, NEW YORK
Personnel and Civil Service
Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827
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**Bethany O'Rourke** Personnel Officer

**Open Competitive Examination Announcement**

# Occupational Therapist - #46000; T&E

*Issued: January 15, 2021*

**Application Deadline**: **02/8/2021**
No written examination. Applicants are rated based upon their **training and experience**. Review the information and instructions at the end of this announcement.

**CAREFULLY read the following and review the "Additional Information and Instructions" section at the end of this announcement.**

**Please apply online at:** https://www.tiogacountyny.com/departments/personnel-civil-service/
The online application portal may not function if using a smart phone. If you are unable to apply online or if the portal is not functional, applications may be printed from our web site (*Civil Service – Application Forms*). Applications may also be obtained in our department during regular office hours.

**Application Filing Fee: $15.00***
Candidates must submit a separate application filing fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take. The filing fee or fee waiver form for this examination must accompany the application. ****Online credit or debit card payment is subject to a surcharge. Credit or debit card payment is not available if paying in person, in our office.***

| LOCATION OF WORK | MINIMUM SALARY | VACANCIES |
|---|---|---|
| Owego Apalachin CSD | $51,234 (current) | Filled Provisionally |

**Residency Requirements:** Candidates **ARE NOT** required to be legal residents of **Tioga** County immediately preceding the date of the written test. Preference **may be** given to residents of the civil division in which the vacancy exists. When preference in certification is given to residents of a municipality pursuant to subdivision 4a of Section 23 of the Civil Service Law, an eligible must have been, at the time of certification and for at least four months prior thereto, a resident of such municipality in order to be included in a certification as a resident of such municipality. When a candidate's residence changes, it is his/her responsibility to notify the Tioga County Personnel Department of such change by submitting the **Change of Residence Address Form.** Be advised, the candidate may also be required to provide documentation to validate his/her new residence.

***SPECIAL NOTE:*** *Effective January 1, 2016, a criminal background check is required prior to employment within* ***all Tioga County Departments****. An offer of employment will be conditional pending results from the criminal background check.*

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

**Anticipated Eligibility:** If you expect to complete the educational requirement **within 12 months from date of application,** 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 Tioga County Personnel Department. Failure to submit proof of your completed educational requirements **within 12 months from date of application**, may result in your removal from the eligible list.

**Distinguishing Features of the Class:** This is a professional position involving responsibility for evaluating, planning and providing occupational therapy treatment to patients in a health program in accordance with written prescription or referral from a physician who provides medical direction. The Occupational Therapist is responsible to the Department Administrator. Supervision may be exercised over the work of Occupational Therapy Assistants and clerical employees assigned to the service. Does related work as required.

***TYPICAL WORK ACTIVITIES FOR THIS POSITION ARE AVAILABLE TO REVIEW UPON REQUEST***

**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.

2. Occupational Therapist, OC #46000

**Training:** In your summary, include all relevant 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.

**Experience:** In your summary, specify the dates of your employment, the number of hours worked each week, your title, and the main duties for each. Be specific; vagueness and ambiguity **will not** resolve in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

***NOTE:*** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, etc. must be shown. Identification by means of SSN may be required. Applications available for download online: www.tiogacountyny.com or upon request from the Tioga County Department of Personnel & Civil Service.

**SEND CHECK OR MONEY ORDER** payable to **TIOGA COUNTY TREASURER,** as directed above, and write the examination name(s) & number(s) on your check or money order. Submit this to the address above. If paying by cash, please bring payment(s) directly to the Tioga County Department of Personnel & Civil Service. As no refund will be made, 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. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges. ***Online credit or debit card payment is subject to a surcharge. Credit or debit card payment is not available if paying in person, in our office.***

**EXCEPTION TO THE APPLICATION FEE** will be made for the following:

1. Promotional exams;
2. Provisional Tioga County employees who have held a permanent position prior to provisional appointment in title named for this examination;
3. Examination candidates receiving public assistance from a State or Local social service agency, and/or who are currently unemployed. Individuals wishing to claim this waiver of fee must complete the Application Fee Waiver Form at time of application. All information is subject to verification, and if found to be fraudulent, are grounds for barring examination or appointment.

**Tioga County is an Equal Opportunity Employer**

**ADDITIONAL INFORMATION AND INSTRUCTIONS**

**ADDITIONAL EXAMINATION CREDIT – 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 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.

**ADDITIONAL EXAMINATION CREDIT – Veterans or Disabled Veterans** desiring to claim additional credit must request and file an Application for Veterans' Credit at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. These credits may only be used once. 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 veterans' credit in examination. You may not claim veterans' or disabled veterans' credits after the Eligible List has been* ***established***. It is the candidate's responsibility to request and submit an Application for Veterans' Credit before the Eligible List is established. Veterans' credits will only be added to passing examination scores

**ALTERNATIVE TEST DATE:** When a candidate is aware of a conflict prior to the scheduled test date, the candidate must notify the Department of Personnel and Civil Service in writing as soon as possible. For emergency situations that occur on the scheduled written test date, the candidate must notify the Department no later than three (3) days following the Saturday on which the written test was held. This request may be made by a member of the immediate family or household in the event of a death in the immediate family or a serious illness. Follow link to view this department's policy:
http://www.tiogacountyny.com/media/1902/alternativetestdatepolicy.pdf

**APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Cross-Filing):** You must notify all agencies with which you have filed an application of the test site at which you wish to take your examination(s). If you have applied for both ***State and Local*** government examinations, you must notify Tioga County Department of Personnel **no later than two weeks prior to the test date** of your intent to take both a State and a Local government examination. When taking both a State and a Local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

For Tioga County examinations, the Multiple Exam Notice form must be completed. This form is available in the Tioga County Department of Personnel & Civil Service, online at www.tiogacountyny.com, or by calling (607) 687-8207. **If you do not submit your Multiple Exam Notice form two weeks prior to the test date, you may NOT be allowed to sit at the test site you have selected. If you appear at a test site but did not designate this location as your test site on your form, you may NOT be allowed to take your examination(s) at that location.**

**APPOINTMENT** from an eligible list must be made from the top three candidates willing to accept the appointment. The resulting eligible list will be used to fill current or future appropriate vacancies within Tioga County's jurisdiction.

**BACKGROUND INVESTIGATION and Additional Screenings:** Candidates may be subject to a thorough background investigation. If requested, applicants will be required to authorize access to educational, financial, employment, criminal history, or other records. **Effective 01/01/16, a criminal background check is required prior to employment within any Tioga County department.** Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to: fingerprinting, psychological, or drug testing. Depending upon appointing authority, applicants may be required to submit the necessary fees for the fingerprint processing. Per Tioga County Civil Service Rule IX (3): A record of disrespect for the requirements and processes of law may be grounds for disqualification for examination or, after examination, for certification and appointment.

**CHANGE OF ADDRESS:** When a candidate's residence and/or mailing address changes, it is his/her responsibility to notify the Tioga County Personnel Department of such change by submitting a **Change of Information Form.** Documentation may o be required to validate a change in residence.

**CHANGE OF NAME:** When a candidate's name changes, it is his/her responsibility to notify the Tioga County Personnel Department of such change by submitting a **Change of Information Form.**

**DISQUALIFICATION:** Any applicant may be disqualified for examination, or after examination, for certification and appointment that is not in compliance with the standards and requirements set forth in Section 50 (4) of the Civil Service Law.

**ELIGIBLE LIST:** In accordance with Section 61 (1) of the Civil Service Law, and as determined by the Tioga County Department of Personnel & Civil Service, the eligible list resulting from this examination ***may*** be used to fill vacancies in similar related titles.

**EVALUATION OF FOREIGN POST-SECONDARY EDUCATION:** If your degree and/or college credit was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. A listing of acceptable companies which provide this service may be obtained from the following: http://www.cs.state.ny.us/jobseeker/degrees.cfm or by contacting the Tioga County Department of Personnel. You will be responsible for the required evaluation fee.

**EXAM HOLDINGS:** In the instance where both a ***promotional*** and an ***open-competitive examination*** are held for the same title, a mandated ***promotional list will be used first*** to fill any positions. If you meet both the *promotional* and *open-competitive minimum qualifications*, you must file a separate application and pay any required fee(s) for each exam in order to be considered.

**EXPERIENCE:** All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis.)

**FALSIFICATION** of any part of the "Application for Examination or Employment", "Change of Information Form", or any related documentation may result in disqualification before or after examination in accordance with Tioga County Civil Service Rule IX and/or Civil Service Law Section 50.4.

**FEES:** Candidates must submit a separate application fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take. Candidates will be disqualified from taking the exam if the application fee or waiver form is not received, as directed, from the Tioga County Department of Personnel & Civil Service.

**FORMAT:** The test may be in written form or it may be administered on a personal computer (PC). The type of test will be stated on the admission notice.

**FORMS:** Civil Service Applications, Fee Waivers, Cross-File Notification, and Change of Information Form may be obtained online at: https://www.tiogacountyny.com/departments/personnel-civil-service/. These forms may also be obtained from the **Tioga County Department of Personnel & Civil Service, Ronald E. Dougherty County Office Building, 56 Main St., Owego, NY 13827, (607) 687-8207.**

**MINIMUM QUALIFICATIONS: You MUST** specifically state how you meet these requirements when completing the application. Unless otherwise noted, qualifications must be met at time of application. *Ambiguity and vagueness will NOT be resolved in your favor*.

**NOTIFICATION:** If an application is disapproved, notice will be sent by email. Applicants are responsible for checking their spam folder. Applicants who do not have email will be sent notice of admission or disqualification by postal mail to the address provided. T*his department does not take responsibility for non-delivery or postal delay*. If the applicant does not receive either a disapproval letter or an admission notice **3 days before** the date of the exam, call (607) 687-8207.

**RATING:** This written and/or training and experience examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written and/or training and experience examination. A score of 70 is considered passing.

**RESPONSIBILITY:** You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor*.

**SPECIAL ACCOMMODATIONS:** Religious Accommodation - Handicapped Persons - Military Personnel - If special arrangements for testing are required, you must notify the Tioga County Department of Personnel & Civil Service in writing and, if requested, provide documentation.

**SPECIAL REQUIREMENTS 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 is required.