



ERIE COUNTY CIVIL SERVICE OPPORTUNITIES

APPLICATIONS ACCEPTED CONTINUOUSLY
ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Please refer to our internet address at: www.erie.gov

**A NON-REFUNDABLE \$15.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)**

SPEECH PATHOLOGIST

NO. 41-078

\$58,000-\$64,036

RESIDENCE REQUIREMENTS: THERE ARE NO RESIDENCY REQUIREMENTS FOR THIS EXAMINATION.

If you pass the examination, your name will appear on the continuous eligible list for one year. After one year, your name will be removed from the list. You may apply for retest at six month intervals.

The eligible list will be used to fill vacancies in the Erie County Medical Center and the Erie County Home.

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

Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Speech Language Pathology.

SPECIAL REQUIREMENTS:

1. Possession of a license and registration as a Speech Pathologist as issued by the New York State Department of Education at the time of appointment; and:
2. Possession of a Certificate of Clinical Competence as issued by the American Speech-Language-Hearing Association at the time of appointment; or:
3. Eligibility to complete a Speech-Language Pathology Clinical Fellowship in accordance with the Standards as set forth by the American Speech-Language-Hearing Association and possession of a Certificate of Clinical Competence at time of completion of probationary period.

DUTIES: A *Speech Pathologist* provides comprehensive evaluation, diagnosis and treatment of language, cognitive, voice, speech and swallowing disorders; provides speech language pathology treatment services in accordance with accepted professional standards and practices; administers comprehensive evaluation and treatment of individuals with speech, swallowing and voice disorders; evaluates the degree of function and disability of patients unless contra indicated by professional judgment or by the attending physician; plans and develops remedial programs designed to restore or improve communication or swallowing efficiency, including augmentative communication or swallowing evaluation and training, and to improve muscular function of anatomical structures involved in speech or swallowing process; conducts instrumental assessments; participates in aspects of clinical affiliation programs and departmental organization and development; completes daily patient visit records including number of patients scheduled, actual patients seen, hours worked and number of new, canceled and no show patients; consults with the Medical Director or attending physician on subjects of professional medical nature; integrates treatment plans into total care plans in consultation with patients, family members, physicians and other personnel providing patient care; participates in patient care review conferences; initiates and attends conferences with the administrator, physicians and other facility staff to interpret the functions of the speech language pathology services and its relationship with other patient care services; orders and maintains departmental supplies and equipment with the approval of the immediate supervisor; develops or assists in the development of policies and procedures; assists in the development of and participates in the facility and service education program.

A medical examination may be required before appointment.

- SEE REVERSE SIDE -

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. 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.

WHERE TO APPLY: You must obtain Form P.O. 30X, "Erie County Application for Examination or Appointment" at the Erie County Civil Service Commission/Personnel Office web site located at www.erie.gov. Click on "Erie County Civil Service / Dept. of Personnel" then "How to Apply" then "Applications". If you do not have internet access you may pick up an application form at the Erie County Personnel Department, 95 Franklin Street, Room 604, Buffalo, New York 14202. Forms are also available at Buffalo and Erie County Public Libraries and at Town, Village and School District administrative offices.

Completed forms should then be returned to the Erie County Personnel Department. In addition, candidates must request their colleges to send transcripts to the Erie County Personnel Department or attach transcripts to your application. **No applications will be evaluated until all the above information, including transcripts, is received.**

Notice to Candidates:

**Transcripts will now be accepted by the Department of Personnel ONLY at time of application.
All subsequent transcripts must be submitted at time of interview.**

REISSUED: 09/14

MILITARY STATUS: If you expect to enter military service, you may still compete in this examination and may be appointed or reinstated after you return home from active duty.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they qualified for appointment. In addition to meeting specific requirements, candidates and appointees must be of good moral character and habits.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively, added to their earned scores if successful in the examination. You should claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits you may not claim them again. Children of firefighters or police officers killed in the line of duty may also be eligible for additional credit. Contact the Erie County Personnel Dept. for more information.

This examination is prepared by the New York State Department of Civil Service and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.

*****IMPORTANT APPLICATION FEE – READ CAREFULLY*****

A \$15.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. 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.