



# 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](http://www.erie.gov)*

A NON-REFUNDABLE \$15.00 PROCESSING FEE  
OR APPLICATION FEE WAIVER AND CERTIFICATION FORM MUST ACCOMPANY EACH APPLICATION  
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)  
*See reverse side of this announcement for fee waiver information*

## OCCUPATIONAL THERAPIST

NO. 42-105

SALARIES VARY

RESIDENCE REQUIREMENTS: THERE ARE NO RESIDENCY REQUIREMENTS FOR PARTICIPATION IN THIS EXAMINATION. Preference may be given to successful candidates who have been residents of the municipality or school district\* in which the appointment is to be made for one month preceding the date of the certification of the eligible list and who are residents of the municipality or school district at the time of appointment. Non-residents may be required to become a resident of the appointing municipality if local law so states.

\*Candidates who reside in a school district which, for civil service purposes is administered by the Erie County Personnel Commissioner, but who are not legal residents of Erie County may apply for this examination. However, they will be certified for appointment only in the school district in which they are legal residents.

The eligible list resulting from this examination will be used to fill positions in Erie County Departments (\$58,000 - \$64,036), BOCES #1 and other Erie County School Districts.

Appointments in Erie County Departments will be limited to Erie County residents.

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.

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

- A. Graduation from a regionally accredited or New York State registered 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 with a bachelor's degree in any field and completion of an approved post-graduate program in occupational therapy.

SPECIAL REQUIREMENT: Registration with the American Occupational Therapy Association and licensed by the New York State Department of Education at the time of appointment.

**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.**

DUTIES: An *Occupational Therapist* evaluates physical, psycho-social and perceptual dysfunction of referred persons; plans, administers and supervises treatment procedures involving selective use of creative, manual and industrial arts and crafts, recreational, education and other activities; fabricates hand splints and assistive devices; coordinates occupational therapy with other patient care services concerned with restoration and maintenance of the patient's optimal level functions; evaluates and makes recommendations for training in other occupations more consistent with the patients' present capabilities; works with contractors, designers and architects to provide equipment, furniture or accommodations appropriate for handicapped patients; reports to the patient's physician regarding the patient's treatment status and makes recommendations for modifications of treatment and rehabilitation objectives; maintains accurate records on treatment and makes written reports on patients' progress for inclusion in the medical record; attends conferences and clinics relating to patient care.

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](http://www.erie.gov). Click on "Civil Service Jobs". 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.

**REISSUED: 03/14**

**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.

**\*\*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.

**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. The form is available at the Erie County Personnel Department, 95 Franklin Street, Buffalo, NY (Room 604) or can be downloaded from the County's website at [www.erie.gov](http://www.erie.gov). Click on "County Departments and Agencies", then "Erie County Civil Service".**

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.