



NIAGARA COUNTY  
CIVIL SERVICE  
111 Main Street – Suite G2  
Lockport, New York 14094

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## CONTINUOUS RECRUITMENT FOR OCCUPATIONAL THERAPIST (Training & Experience)

### Open Competitive Examination

### Salary Varies by Municipality

This examination is held on a continuous recruitment basis. The eligible list resulting from this examination will be used to fill any vacancies as they occur under the jurisdiction of Niagara County Civil Service during the life of the list.

Your name will be placed on the eligible list in final score order, regardless of when you filed or received your grade. Your name at that score will remain on the list for a one (1) year period. Should you receive a permanent appointment from the list, your name will be removed from consideration for subsequent vacancies.

**RESIDENCE REQUIREMENTS:** Candidates must have been legal residents of Niagara, Erie, Orleans, or Genesee County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment.

**MINIMUM QUALIFICATIONS:** Licensed and currently registered by the New York State Education Department as an Occupational Therapist – **enclose a copy** with your application.

**DUTIES:** This is a professional position involving responsibility for evaluation, 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. Provides occupational therapy treatment to patients\* in a health care facility. Does related work as required.

\*The term "patient" should be changed to "resident" when position is used in health related facilities.

**DRUG SCREENING:** Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**FEE WAIVERS:** Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

**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.

**SUBJECT OF EXAMINATION:** There will be no written or oral test for this examination. The training and experience of candidates will be evaluated against the background of the position. It is essential that you give complete and accurate information on the application form and training and experience questionnaire. You must also submit official college transcripts to this office by the time your name is certified.

**CANDIDATES 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 workweek, final salary, and duties performed by you must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor...**EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

**COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT.** If you have listed college or special courses on your application it will be necessary for you to request **that your institute forward to us** an official transcript or special course certificate. These documents must be received in our office by the time your name is considered for possible appointment. **If these documents are not on file prior to canvassing for vacant positions, your name will not be canvassed, you will receive a disapproval letter and your name will be removed from consideration for all future appointments.**

**PLEASE REVIEW THE “IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES” PRIOR TO COMPLETING YOUR APPLICATION.** The information sheet is located on the Niagara County Web Site [www.niagaracounty.com](http://www.niagaracounty.com) click on ‘employment’. It is the first item posted in red. Application forms are also assessable from the web site.

A non-refundable **\$15.00** application fee must accompany each application. Submit check or money order only – payable to: **Niagara County Civil Service.**

**APPLICATIONS ACCEPTED ON A CONTINUOUS BASIS**