

OCCUPATIONAL THERAPIST (OC)
RC/EL #50001010

APPLICATIONS CONTINUOUSLY ACCEPTED

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

- 1. If applying online, payment can be submitted electronically.**
- 2. If applying by mail, completed applications must be accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.**

POSITION EXISTS IN: Positions are available from time to time in various School Districts.

RESIDENCE REQUIREMENT: All residence requirements for this examination have been waived.

SALARY: Varies per location.

WHAT THE JOB IS LIKE: This is technical work of a moderately complex nature which involves a responsibility for performing occupational therapy treatment of patients with disabilities. Therapy is performed in accordance with a physician's prescription and accepted standards in the field. General supervision is received from a higher-level therapist or a higher-level administrator. Work guidance (e.g., lead work) may be exercised over Certified Occupational Therapy Assistants, Teaching Assistants and Teacher's Aides. Does related work as required.

MINIMUM QUALIFICATIONS:

1. Possession of a valid license issued or recognized by the New York State Education Department to practice as an Occupational Therapist; or
2. Possession of a limited permit issued by the New York State Education Department to practice as an Occupational Therapist.

(Please submit a copy of your license or limited permit issued by the New York State Education Department to practice as an Occupational Therapist with your application.)

SPECIAL REQUIREMENT:

1. A license or limited permit to practice as an Occupational Therapist issued or recognized by the New York State Education Department must be valid at the time of appointment and throughout the course of employment in this title. The appointing authority shall have the responsibility for verification of the Occupational Therapy permit or license.
2. Possession of a valid driver's license or accessibility to transportation when fieldwork is required. The appointing authority shall have the responsibility for the verification of a driver's license which may be checked throughout the course of employment in this title.

SUBJECT 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. Your application will be rated on the following items. Make sure your application and supporting documents are thorough to maximize your potential for achieving the highest score.

1. Do you meet the minimum qualifications? (See Minimum Qualifications.)
2. Do you possess a Bachelor's degree in a New York State registered or American Occupational Therapist Association accredited program? (Official college transcripts must be sent directly from the school to our department no later than ten (10) days after the submission of your application.)
3. Do you possess a Master's degree in a New York State registered or American Occupational Therapist Association accredited program? (Official college transcripts must be sent directly from the school to our department no later than ten (10) days after the submission of your application.)
4. Do you have any continuing education in the field of Occupational Therapy? (i.e. formal degree programs, in-service education, professional seminars or convocations, or other educational activities designed to help maintain and improve skills and keep abreast of the occupational therapy field.) (Must include proof of any continuing education with your application.)
5. Do you have any paid work experience as an Occupational Therapist? (Must include starting month and year and ending month and year as well as hours per week worked.)
6. Do you have any paid work experience as a Certified Occupational Therapy Assistant? (Must include starting month and year and ending month and year as well as hours per week worked.)

OCCUPATIONAL THERAPIST (OC) #50001010 (CONTINUED)

TRANSCRIPTS: Official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us no later than ten (10) days after the submission of your application; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. Candidates are responsible for any required evaluation fees. Information concerning evaluation of foreign education and training, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

ALL OUTSTANDING APPLICATION DOCUMENTATION: Must be submitted to the Rockland County Department of Personnel no later than ten (10) days after the submission of your application. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

NOTES:

1. A resume does not substitute for the completed application however may supplement it. Month and year as well as hours per week of employment must be indicated. **Please include a copy of your professional license or documentation indicating eligibility for licensure with your application.**
2. Candidates who submit incomplete applications or documentation may be disqualified. Additional information will not be accepted after applications have been evaluated.
3. Qualified candidates will have their names interfiled on this continuous recruitment eligible list in appropriate rank order regardless of the date when they submitted their application.
4. Eligibility for appointment of each qualified individual will be for a non-extendable one-year period from the date of eligibility.
5. The Rockland County Department of Personnel reserves the right to terminate this continuous recruitment examination at any time without prior notice.