

**CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (OC)**  
**RC/EL #50002010**

**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 occupational therapy work performed under the direction of an Occupational Therapist which involves a responsibility for providing rehabilitative services to individuals with mental, physical, or other impairments. Work guidance (e.g. lead work) may be provided to various levels of Occupational Therapy Aides. Does related work as required.

**MINIMUM QUALIFICATIONS:** By examination date, you must have: An Associate's degree or higher in a Certified Occupational Therapy Assistant program registered by the New York State Department of Education and,

1. Licensure by the New York State Education Department as a Certified Occupational Therapy Assistant and,
2. Eligibility for certification by the National Board for Certification in Occupational Therapy, Inc. and possession of such certification at the time of permanent appointment.

**NOTE:** A graduate of a two-year program for Certified Occupational Therapy Assistant is entitled to licensure in that title from the State Education Department and need only present proof of graduation to receive said license.

(Please submit a copy of your license issued by the New York State Education Department to practice as a Certified Occupational Therapy Assistant and proof of eligibility for certification or certification from the National Board for Certification in Occupational Therapy, Inc. with your application.)

**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 an Associate's degree or higher in a Certified Occupational Therapy Assistant program registered by the New York State Department of Education? (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 licensure by the New York State Education Department as a Certified Occupational Therapy Assistant? (Must include a copy of your license with your application.)
4. Do you possess certification by the National Board for Certification in Occupational Therapy, Inc. or are you eligible for certification? (Must include a copy of your certification or proof of eligibility with your application.)
5. Do you have any continuing education in the field of Certified 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 Certified Occupational Therapy field)? (Must include proof of any continuing education with your application.)
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.)

**CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (OC) #50002010 (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.