

**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://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>**

- 1. If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.**
- 2. If applying by mail, completed applications must be postmarked no later than the last filing date 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 position involves technical work in the field of occupational therapy. It involves responsibility for implementing treatment plans designed by Occupational Therapists to improve or restore functional abilities in individuals with physical, developmental, emotional or cognitive impairments. The work requires proficiency in applying therapeutic techniques and exercising limited independent judgment in adapting activities within established guidelines to meet individual needs. Supervision is received from a Senior Occupational Therapist or other higher-level administrator. Does related work as required.

**When completing the application, your description of experience 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 will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.**

**MINIMUM QUALIFICATIONS:** At the time of application submission, you must have:

1. Possession of a valid license issued or recognized by the New York State Education Department to practice as an Occupational Therapy Assistant and certification as a Certified Occupational Therapy Assistant by the National Board for Certification in Occupational Therapy (NBCOT); or
2. Possession of a limited permit issued by the New York State Education Department to practice as an Occupational Therapy Assistant and certification as a Certified Occupational Therapy Assistant by the National Board for Certification in Occupational Therapy (NBCOT).

**NOTE:** Your license number issued by the New York State Education Department to practice as a Certified Occupational Therapy Assistant must be indicated on your application. Proof of eligibility for certification or certification from the National Board for Certification in Occupational Therapy, Inc. must be submitted with your application.

**SPECIAL REQUIREMENTS:**

1. A license or limited permit to practice as an Occupational Therapy Assistant 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 Assistant permit or license.
2. Certification as a Certified Occupational Therapy Assistant by the National Board for Certification in Occupational Therapy (NBCOT) 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 Certified Occupational Therapy Assistant certification.
3. 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 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 possess a licensure by the New York State Education Department as a Certified Occupational Therapy Assistant? (Must include your license number on your application.)
2. 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.)
3. 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.)
4. Do you have any paid work experience as a Certified Occupational Therapy Assistant? (If so, you must include the starting and ending month and year, as well as the number of hour worked per week.)

**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](mailto: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. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, 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 but may supplement it. Month and year, as well as hours per week worked, must be indicated.
2. Candidates who submit incomplete applications or documentation may be disqualified.
3. Additional information will not be accepted after training and experience has been evaluated.
4. 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.
5. Successful candidates will remain on the eligible list for a non-extendable one-year period from the date of eligibility.
6. The Rockland County Department of Personnel reserves the right to terminate this continuous recruitment examination at any time without prior notice.

**Civil Service is an Equal Opportunity/Affirmative Action Employer**