

SENIOR OCCUPATIONAL THERAPIST (PROM)
RC/EL #50021010

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.**

PARTICIPATING AGENCY: Rockland BOCES and East Ramapo Central School District.

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

SALARY: In accordance with the appropriate labor agreement.

WHAT THE JOB IS LIKE: This is technical work of a complex nature which involves a responsibility for performing and assisting in the technical oversight of occupational therapy treatment of patients with disabilities. This title is distinguished from that of an Occupational Therapist in the degree of independent judgment exercised and in the complexity of assignments. Therapy is performed in accordance with a physician's prescription and accepted standards in the field. General supervision is received from a higher-level administrator. Supervision is exercised over a number of Occupational Therapists and Certified Occupational Therapy Assistants. 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: You must be currently employed by **Rockland BOCES** or **East Ramapo Central School District** and have one (1) year of permanent competitive class status there as an Occupational Therapist within a period of three (3) years immediately preceding the examination date.

SPECIAL REQUIREMENTS:

- 1. A license 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 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.**

NOTE: If you were permanently appointed to a qualifying title and had provisional or contingent-permanent service in the same title immediately preceding the permanent appointment, such service shall be counted towards meeting the time in the title required to apply for this examination.

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 accompanying documents are thorough to maximize your potential for achieving the highest score.

- 1. Do you possess a Master's degree in Occupational Therapy? (See transcript statement.)**
- 2. Do you possess a license to practice as an Occupational Therapist issued or recognized by the New York State Education Department? (Must include your license number in your application.)**
- 3. 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.)**
- 4. Do you have any professional Occupational Therapy experience? (Must include starting month and year and ending month and year as well as hours per week worked.)**
- 5. Do you have any supervisory experience? (Must include starting month and year and ending month and year as well as hours per week worked.)**

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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. 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 of employment 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 two-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.

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