



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:

Title: Occupational Therapy Assistant
This examination will be deemed comparable for Occupational Therapy Assistant (School)
Number: 2012-00000005
Salary: Varies with agency

Date of Examination: **CONTINUOUS RECRUITMENT**
Applications accepted until 4:30pm Monday through Friday

Administration of an exam does not imply a vacancy exists.

A \$15.00 fee and examination application is required for each separately numbered examination. Either a check or money order payable to "Commissioner of Finance" with the examination number and examination title on the check or money order. Separate checks or money orders must be submitted with each application. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. Read the announcement carefully; the application processing fee will not be refunded to disapproved applicants.

VACANCY: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in all units under the jurisdiction of the Dutchess County Department of Human Resources.

MINIMUM QUALIFICATIONS: Certified by the New York State Education Department as an Occupational Therapy Assistant.

SPECIAL REQUIREMENT: Eligibility for a New York State Motor Vehicle Operator's license at time of application, and possession of said license at time of appointment.

DUTIES:

School Districts: This is para-professional work involving extensive direct student contact in the daily operation of an occupational therapy program designed to meet the needs of selected students in the school population.

Dutchess County Department of Mental Hygiene: This is para-professional work involving extensive direct patient contact in the daily operation of a therapeutic day-treatment program in a unit.

EXAMPLES OF WORK (Illustrative Only):

School Districts: Assists in the initial screening, evaluation and consultation for students referred to program; assists in developing school based goals, treatment objectives and therapeutic activities to be incorporated into the student's individualized education plan; maintains written case notes and other written documentation as required by school policy or by state law; does related work as required.

Dutchess County Department of Mental Hygiene: Develops and participates in a variety of functions involving the use of activities as learning experiences; evaluates the degree of function and disability of a client and assists in the development of a remedial treatment plan in accordance with the physician's diagnosis; assists clients in the development of basic grooming skills and personal hygiene activities; does related work as required.

SUBJECT OF EXAMINATION: There will be no written or oral test for this examination. The only subject of examination will be an evaluation of your training and experience. 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.

In your **summary of training**, include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. **Include a copy of your certification.** Indicate the date your certification was first issued. Also list continuing education in the field on your application.

In your **summary of experience**, you 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 and ambiguity **will not** be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified. A resume does not relieve you from completing the entire application. However, a resume can be attached to the application.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.

*****IMPORTANT
No. 2012-00000005

SEE REVERSE

Issued:

IMPORTANT*****
01/04/2012

FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE AT www.co.dutchess.ny.us or www.dutchessny.gov

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

RETURNED CHECK FEE: A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

FINGERPRINTING: A State and/or national fingerprint supported background investigation is required before an appointment is made to some positions. The Division of Criminal Justice Services requires that each request for such search be accompanied by a fee. (A money order in the amount of \$99 would be required.)

WEATHER

In case of inclement weather the morning of the examination, please listen to the following radio stations for possible delays or other updates:

WEOK/WPDH	WKIP/Q92	WBNR/WSPK	WCZX	WGNY	WRWD/WBWZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	92.1FM	104.7FM		103.1FM	

ALTERNATE TEST DATES may be arranged upon review of circumstances according to the Alternate Test Date Policy established by this department.

NOTE: HANDICAPPED PERSONS, ACTIVE MILITARY MEMBERS: If special arrangements for testing are required, indicate this on your application form. You may need to provide documentation in order to be granted special arrangements.

RELIGIOUS ACCOMMODATION – Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to conflict with a religious observance or practice, check the box under "Religious Accommodation". We will make arrangements for you to take the test on a different day (usually during the following week).

VETERANS: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available upon request at the examination center. The completed and notarized forms must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

ADMISSION TO EXAMINATION: Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

Call the Dutchess County Department of Human Resources immediately if you do not receive a notice within three days of the date of examination informing you whether or not you are to be admitted to the examination.

CHANGE OF ADDRESS: Notify this office immediately of any change of address. The appropriate change of address form is available in the Department of Human Resources and will be available at the examination center.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

MULTIPLE EXAMINATIONS: If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site no later than two weeks before the test date. Call 486-2169 for further information regarding multiple examinations on the same date.

NOTE: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLICATIONS: May be obtained by sending a legal-sized, self-addressed, stamped envelope to the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601, or by visiting the Department of Human Resources 5th Floor, Dutchess County Office Building between the hours of 9 a.m. and 5 p.m., Monday through Friday.

HOW TO TAKE A WRITTEN TEST and questions and answers about **MUNICIPAL CIVIL SERVICE EXAMINATIONS** publications are available on and can be fully downloaded from the New York State Department of Civil Service website, (<http://www.cs.state.ny.us>), by first clicking on Publications, then on the booklet title.