

# ULSTER COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT



Ulster County Personnel Department  
244 Fair Street, PO Box 1800, Kingston, NY 12402-1800  
Telephone: (845)340-3550 Fax: (845)340-3592  
Email: [ucpers@co.ulster.ny.us](mailto:ucpers@co.ulster.ny.us)  
Internet website: <http://www.co.ulster.ny.us/personnel/index.html>  
AN EQUAL OPPORTUNITY EMPLOYER

NO FILING FEE FOR THIS EXAMINATION

## #H4 OCCUPATIONAL THERAPY ASSISTANT

### Open-Competitive Examination

### CONTINUOUS RECRUITMENT

### TRAINING AND EXPERIENCE EXAMINATION

SALARY: Salary attachment for Health Care Professions is available at the Ulster County Personnel Department.

MINIMUM QUALIFICATIONS: Certification by the New York State Department of Education to practice as an Occupational Therapy Assistant.

The following **must** be submitted with your application:

A copy of original certificate and current registration to practice as an Occupational Therapy Assistant issued by the New York State Department of Education.

### APPLICATION REVIEW TOLERANCE POLICY

For the purposes of this policy, "tolerance" shall mean the leeway given regarding work experience when reviewing an application. Applicants lacking a small amount of work experience when applying for promotional or open-competitive examinations may qualify under the following conditions:

- 1) Candidates will be given a maximum tolerance of one (1) month.
- 2) Tolerance will be given only when the minimum qualification requires one or more years of work experience.
- 3) Tolerance Policy does not apply to education or licensure/certification requirements. (See particular examination announcement for "Anticipated Eligibility" information).
- 4) Tolerance Policy does not apply where required work experience is set forth by law or rules.
- 5) Tolerance Policy does not apply to enable applicants to meet residence requirements.

For more information regarding Tolerance Policy, please contact our office at (845) 340-3550.

DISTINGUISHING FEATURES OF THE CLASS: This is a skilled sub-professional position involving responsibility for assisting an Occupational Therapist in the application of treatment procedures. The work is performed under the direct supervision of an Occupational Therapist who evaluates the patient, develops the treatment plan and designates treatment procedures to be followed. Patient progress and observations are reported to the Occupational Therapist who modifies the treatment to promote maximum rehabilitative and restorative measures. Supervision may be exercised over the work of subordinates. Does related work as required.

SUBJECT OF 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.

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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 professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued. Also, include a copy of your college transcripts, if applicable or required.

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.

**CANDIDATES WHO RECEIVE A GRADE OF 70 OR HIGHER WILL APPEAR ON THE APPROPRIATE ELIGIBLE LIST. THEIR NAME WILL BE INTERFILED ACCORDING TO GRADE AND WILL REMAIN ON THE ELIGIBLE LIST FOR ONE (1) YEAR.**

**VETERANS CLAIMING ADDITIONAL CREDITS:** Non-disabled and disabled veterans who wish to claim additional credits **MUST** request a Veterans Credits application from our office. This form must be completed and submitted along with a war service (DD214) form prior to the establishment of the resulting eligible list. Veterans credits may only be added to a passing score and may only be used for appointment once. Candidates currently in the armed forces may apply for and be conditionally granted veteran's credits. Any candidate who applies for such credits must provide proof of military status to receive the conditional credits. **You may not claim additional Veterans Credits after the eligible list has been established. It is the candidate's responsibility to request the Veterans Credits application forms and submit these forms and any required supporting paperwork before the eligible list is established.**

On November 5, 2013, New York State voters approved an amendment to Article 5, section 6, of the New York Constitution regarding the award and use of additional credits for certain disabled veterans on open competitive and promotion civil service examinations for positions with New York State and local governments.

For eligible lists established after January 1, 2014, disabled veterans may be entitled to additional credits on a civil service examination. Every situation is different. If you have specific questions or concerns, please contact our office.

**ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** 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 **MUST** be filled out electronically within the Ulster County Employment Portal, <https://ulster-portal.mycivilservice.com/>.

You can also apply in person, using any available computer at the Ulster County Personnel Department, Monday through Friday between 9:00 am and 4:30 pm at the following address:

Ulster County Personnel Department  
County Office Building, 244 Fair Street, 5<sup>th</sup> Floor  
Kingston, NY 12401

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this test.

**CRIMINAL BACKGROUND INVESTIGATION POLICY:** In accordance with Ulster County Local Law Number 14 of 2007, a criminal background check (including fingerprinting) will be initiated by the Ulster County Personnel Department upon initial employment or re-hire to Ulster County positions, and conducted by the New York State Division of Criminal Justice Services (DCJS), the New York State Office of Court Administration, the United States Citizenship and Immigration Services Verification Information System (IMAGE Program), or any law enforcement agency.

**SPECIAL NOTE:** All public agencies are required by law to provide full and equal opportunities for minorities, women and to people with disabilities. All qualified candidates are encouraged to compete without regard to race, creed or national origin. Applicants requesting special testing arrangements as a Saturday Sabbath Observer, alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date must clearly indicate this fact on the application. All such requests must be supported by appropriate documentation.

**#H4**

ORIGINAL COPY: GREEN

ISSUED: August 11, 2023

Ulster County Employment Portal: <https://ulster-portal.mycivilservice.com/>