

PLEASE POST CONSPICUOUSLY

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES  
COUNTY OFFICE BUILDING  
WAMPSVILLE, NEW YORK

**#502-2025 OCCUPATIONAL THERAPIST**  
**(Open Competitive)**

**\*RATING OF EXAMINATION:**

\*January 27, 2025

**APPLICATIONS ACCEPTED UNTIL:**

January 14, 2025 by 4:00 p.m.

To apply for exam:

- **Online:** Go to <https://madison-portal.mycivilservice.com/exams>.
- **By Mail:** Applications can be downloaded from the Department of Human Resources website at: <https://www.madisoncounty.ny.gov/301/Personnel-Forms>.
- Applications must be received or postmarked by the application deadline. Carefully compare your qualifications against the minimum qualifications listed on the announcement and apply for only those examinations for which you clearly meet the required qualifications.

**SALARY:** Varies in those jurisdictions whose Civil Service is administered by the Madison County Department of Human Resources.

**VACANCIES:** The eligible list established as a result of this examination will be used to fill present and future vacancies as they occur in the school districts whose civil service is administered by the Madison County Department of Human Resources.

**RESIDENCY:** There are no residency requirements for this examination. Preference in certification may be given to successful candidates who have been legal residents of the jurisdiction in which appointment is to be made for at least one month prior to the date of certification.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position involving responsibility for evaluating, planning and providing occupational therapy treatment to patients in accordance with written prescription or referral from a physician who provides medical direction. The work is performed under the general supervision of a higher ranking professional employee with wide leeway allowed for the exercise of independent professional judgment. Supervision may be exercised over private occupational therapists with service contracts with the School District. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a bachelor's degree in occupational therapy; OR
- (B) Possession of a bachelor's degree and completion of an approved graduate program in occupational therapy.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:** Licensure and current registration with the New York State Education Department to practice occupational therapy or a current temporary permit pending licensure by that department is required at time of application.

**NOTE:** Degree(s) must have been awarded by a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required.

**SUBJECTS 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.

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. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.

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 Responsibility:** It is the responsibility of candidates to provide all necessary documentation and to complete all relevant parts of the application. To receive credit for experience--either qualifying or against a rating scale--you must show basic information such as employer name and address, name and title of supervisor, hours worked per week, dates of employment to include month and year started and ended, etc. **A copy of a verifiable transcript for required education and a copy of the required license or professional certificate must be submitted.**

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

**ADDITIONAL CREDIT:** 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.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. [Applications](#) for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credit.

ISSUED: December 18, 2024

Ryan D. Aylward  
Madison County  
Director of Human Resources

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER