



CITY OF TONAWANDA CIVIL SERVICE COMMISSION
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William Sheldon, Chairman
Jeff Brzyski, Commissioner
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THE TONAWANDA CIVIL SERVICE COMMISSION ANNOUNCES AN
OPEN COMPETITIVE TRAINING & EXPERIENCE EXAMINATION

OCCUPATIONAL THERAPIST

No. 2017-3

Starting Salary Range: \$32,383.00-\$35,139.00

APPLICATIONS ACCEPTED ON A CONTINUOUS BASIS.

There is currently one full-time vacancy within Tonawanda City School District. The Eligible List resulting from this examination will be used to fill this vacancy and any other appropriate full-time or part-time vacancies, which may occur during the life of the list.

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 or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

APPLICATION FEE: There is a \$12.50 non-refundable fee for each examination. The fee must accompany your application. You may pay in cash at the City Treasurer's Office or send a check or money order payable to the City Treasurer. Be sure your name is indicated along with the examination number on your check or money order. This fee will be waived for unemployed heads of households. **NO REFUNDS WILL BE MADE** if your application is disapproved. Be sure to compare your qualifications carefully with those stated below and file only for examinations for which you qualify.

MINIMUM QUALIFICATIONS: Candidates must have a current valid license as an Occupational Therapist issued by the State of New York on or before the date of application.

GENERAL STATEMENT OF DUTIES: An Occupational Therapist evaluates physical, psycho-social and perceptual dysfunction of referred students as related to need for occupational therapy; plans, administers and supervises treatment procedures, involving selective use of creative manual, and industrial arts and crafts, recreational; educational and other activities, fabrication of hand splints, assistive devices, self-help techniques, etc.; coordinates occupational therapy with other student care services concerned with restoration and maintenance of the students' optimal level functions; works with contractors, designers and architects to provide equipment, furniture or accommodations appropriate for handicapped students; keeps accurate records on treatment and makes written reports on students' progress for inclusion in the students' school records.

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. 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.

Your application for this test is the examination process. Applications must be completely filled out, with all information stated on the front and back of the form. The Civil Service Commission will not refer to other applications on file for additional information. Applications, which do not show training and/or experience to meet the minimum qualifications, will be disapproved.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in passing the examination. You must claim these credits when you file the application, but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again, with one exception: if a non-disabled veteran used veteran's credits to obtain an appointment or promotion with New York State or a local government **AND** subsequent to such use, he/she was determined by the United States Department of Veterans Affairs to be a qualified disabled veteran, then he/she shall be entitled to apply for and use 10 credits on NYS and local open competitive and promotional exams, minus the number of non-disabled credits he/she had previously used.

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.

This exam will be prepared and 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 preparation and rating of examinations will apply to this examination.

APPLICATIONS ARE AVAILABLE AT THE CIVIL SERVICE OFFICE, on-line at www.tonawandacity.com or you may send a self-addressed, stamped envelope to the Civil Service Office, 200 Niagara Street, Tonawanda, NY 14150.

LETTER WILL NOTIFY CANDIDATES OF EXAMINATION RESULTS.

The City of Tonawanda is an equal opportunity employer.

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