



**FULTON COUNTY PERSONNEL DEPARTMENT**  
FORT JOHNSTOWN BUILDING  
1 E. MONTGOMERY STREET  
JOHNSTOWN, NEW YORK 12095  
Phone: (518) 736-5574 \* Fax: (518) 736-1027

**announces a Civil Service examination  
for the following:**

**No. 24011 Open Competitive  
Decentralized – Training and Experience  
\* \* \* OCCUPATIONAL THERAPIST (SCHOOL DISTRICT) \* \* \***  
Hamilton-Fulton-Montgomery BOCES

**LAST FILING DATE:  
MAY 30, 2024**

**NOTE: There is no written exam for this title. See Subjects of Examination on Page 3.**

A \$12.50 PROCESSING FEE OR WAIVER OF THIS FEE MUST ACCOMPANY YOUR APPLICATION

**FEE:** There is a \$12.50 non-refundable examination fee. When filing an application by mail, include a cashiers check or money order, payable to the Fulton County Treasurer. **Do not send cash or a personal check.** When filing in person with cash, the exact amount must be submitted. If the fee or fee waiver documentation proof does not accompany the application, the application will be rejected and returned to the applicant. There will be NO REFUNDS to applicants who fail to meet the minimum qualifications, therefore, applicants are cautioned to review this announcement carefully.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification.** If you can verify eligibility for application fee waiver, complete a "Request for Examination Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Last Filing Date as listed on the Examination Announcement. (The Request for Examination Application Fee Waiver and Certification form can be obtained from the Fulton County Personnel Department, Fort Johnstown Building, 1 E. Montgomery Street, Johnstown, New York 12095, telephone number 518-736-5574.)

**APPLICATIONS:** Applications are available at the Fulton County Personnel Department or on the Fulton County website [www.fultoncountyny.gov](http://www.fultoncountyny.gov). Examination applications must be obtained and filed with the Fulton County Personnel Department. The Department recommends that you do not wait until the last day to file your application. When received after 5:00 PM, on the last filing date, the application will be rejected and returned to the applicant. The correct number and title must appear on the application form. EVERY question on the application should be answered and complete in all aspects. Under "Duties" you must describe the nature of the work personally performed by you, with estimated percentages of time spent on each type of work. This department does not acknowledge receipt of applications or take responsibility for non-delivery or postal delay.

Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination.

Any application you may have previously filed will not gain you admittance to the exam and will not be used to obtain additional information. You must refile a separate application during the official filing period as set forth in this announcement.

**DISQUALIFICATION OF EXAMINATION APPLICATIONS:**

When an application for an examination is disapproved by the Director of Personnel, the candidate will be given ten (10) calendar days to appeal this determination. Your appeal must clearly demonstrate that you meet or exceed the minimum qualifications as set forth on the examination announcement. Additional information must be pertinent, detailed and accurate. Your appeal must be in writing, addressed to the Personnel Department, 1 East Montgomery Street, Johnstown NY 12095, and received in this department no later than 5:00pm of the tenth calendar day. If the tenth calendar day falls on a Saturday or Sunday, the candidate will have until 5:00pm that following Monday to submit their appeal.

**LOCATION OF POSITIONS/VACANCY:** This position exists in the Hamilton-Fulton-Montgomery BOCES.

**PLEASE POST CONSPICUOUSLY AT A HEIGHT REACHABLE BY PEOPLE IN WHEELCHAIRS AND WITH OTHER MOBILITY IMPAIRMENTS - REMOVE AFTER LAST FILING DATE**

**ELIGIBLE LIST:** The eligible list will remain in existence for a period of one (1) year, unless extended by the Director of Personnel to a maximum of four (4) years. When a list has existed for more than one year, it may terminate upon the establishment of a new list. This list will be used to fill this vacancy and any other appropriate full-time or part-time competitive vacancy occurring in an agency under the jurisdiction of the Fulton County Director of Personnel, anytime during the life of the eligible list.

**2024 ANNUAL SALARY RANGE:** \$51,338 - \$73,339

**RESIDENCY:** Candidates must, at the time of examination and at least four (4) months prior thereto, be a resident of Fulton, Montgomery or Hamilton Counties. Candidates who live outside Fulton County, but within a school district or special district (including Hamilton-Fulton-Montgomery BOCES), whose civil service is administered by the Fulton County Director of Personnel, may apply to take the examination only for positions for their school district or special district (including Hamilton-Fulton-Montgomery BOCES).

Preference in appointment from open-competitive lists may be given to candidates who have been residents of the locality in which appointment is to be made for four (4) months prior to the date of the test. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

**TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):**

Performs occupational therapy procedures upon the written prescription or referral from a physician, utilizing a creative activity which may be manual, industrial, recreational or educational designed and/or adapted to correct or remedy any disability on school premises or during home visits;

Performs initial screening, evaluation and consultation for students referred to program and implements pediatric occupational therapy;

Develops school-based goals, treatment objectives and therapeutic activities and tasks 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;

Attends inservice workshops;

Fabricates and applies hand splints, trains students in the use of adaptive assistive devices and/or self-help techniques to achieve maximum independence;

Participates with parents, teaching personnel and others in the formulation of students total care plans and therapy schedules;

Confers periodically with physicians regarding all facets of student care and related activities;

Develops or assists in the development of occupational therapy policies and procedures, priorities, caseloads and assessment tools;

Supervises students, volunteers and assistants in scheduling and carrying out occupational therapy functions.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the last filing date:

Licensed and currently registered by the New York State Education Department as an Occupational Therapist.

**SPECIAL REQUIREMENT:**

May require eligibility for a New York State Motor Vehicle Operator's license at time of application, and possession of said license at time of appointment.

**Note:** A copy of your license and current registration by the New York State Education Department must accompany your application. Otherwise your application will be disqualified and you will be given ten (10) days to submit documentation to substantiate your qualifications. If you fail to provide appropriate documentation within the ten (10) day period, you will not be allowed to participate in the examination.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** 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.

**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 Civil Service 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.

**NOTE:** Applications and additional information will **NOT** be accepted after the close of the filing period and cannot be considered in the establishment of examination ratings. Applicants must answer every question on their application form obtained from this office, relevant to the examination.

**REVIEW AND APPEAL PROCEDURES:** Candidates, except those who are immediately reachable, will be permitted to review their test papers, the rating scale and how it was applied. Candidates may submit appeals. The New York State Civil Service Commission is responsible for determinations on appeals of specific candidate's ratings and on the rating scale. No review of any kind will be permitted nor will any appeals be accepted. The Personnel Department, at the request of a candidate, will verify the accuracy of his/her score, and notify the candidate in writing.

**VETERANS' CREDITS:** Veterans, Disabled Veterans, or candidates currently in the armed forces claiming the additional credit allowed veterans in competitive examination, must apply for such credit while filing their examination application or at any time between the date of the application but prior to the date of the establishment of the resulting eligible list. The time periods, for which veterans' credit is permitted, are defined in Question 11 on the examination application. To receive additional veterans' credit you must file a separate Veterans' Credit Application including acceptable supporting documentation for each examination. Veterans' Credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

**CHILDREN AND SIBLINGS OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY CREDIT:** In conformance with sections 85-a and 85-b of the Civil Service Law, children and siblings 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, sister or brother has served. If you are qualified to participate in this examination and are a child or sibling 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. Children and siblings of firefighters and police officers killed in the line of duty credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

**FULTON COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, MARITAL STATUS, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.**

ISSUED: 5/3/24