

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.jeffersoncountyny.gov

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 25010-100 OCCUPATIONAL THERAPY ASSISTANT

VACANCIES: At present, one vacancy exists with the Jefferson County Public Health Department

This list may be used to fill vacancies as they occur within the Jefferson County Civil Service Division. (County Departments, Towns, Schools, Villages, Special Districts and Jefferson Community College)

SALARY: \$30.27 - \$38.29/hr.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF NEW YORK STATE FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

Preference in appointment may be given to candidates who have been legal residents of the appointing jurisdiction for at least one month prior to the date of certification of eligibles and must be a resident of such jurisdiction at time of appointment.

LAST FILING DATE: **October 17, 2025**

EXAMINATION DATE: **October 17, 2025**

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

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

ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AND LICENSE AT TIME OF APPLICATION.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

EXAMPLES OF WORK: (illustrative only)

Carries out occupational therapy procedures by working with patients individually or in groups to provide treatment of an illness or disability and training in the activities of daily living;
Confers periodically with an Occupational Therapist regarding all facets of patient care and related activities;
May fabricate and apply splints and assistive devices, trains patients in self-care activities, and uses varied media to improve their physical or mental functioning;
Prepares and sets up occupational therapy treatment apparatus;
Participates with other facility personnel in the formulation of patients' total health care plans;
Supervises Occupational Therapy Aides as directed by the Occupational Therapist;
Observes, records and reports patients' reactions to occupational therapy treatments and programs;
Prepares and maintains records of treatments;
Provides for and observes safety precautions during all phases of therapy;
Inventories, cleans, stores and maintains supplies and equipment.

SCOPE OF EXAMINATION: For this position, no written test is required. Candidates will be rated on an evaluation of their training and experience in relation to the duties and requirements of the position. It is essential that candidates give complete and accurate information regarding their training and experience on their applications because one's place on the eligible list will be determined by the rating given in the evaluation.

NOTE: For training and experience rating of applications, candidates must have their license to practice as an Occupational Therapy Assistant in New York State at the time of filing application.

THE PASSING GRADE FOR THIS EXAMINATION IS 70.0

APPLICATIONS

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications may be disapproved. All statements made by candidates are subject to verification.

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 written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) 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. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.