

# ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE

112 STATE STREET, ROOM 900

ALBANY, NEW YORK 12207

CIVIL SERVICE PORTAL: <https://albany-portal.mycivilservice.com>

EMAIL: [csinfo@albanycountyny.gov](mailto:csinfo@albanycountyny.gov)

Issued: November 15, 2024

## ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR **OCCUPATIONAL THERAPY ASSISTANT**

Exam # 00018

**TO APPLY FOR THIS EXAM YOU MUST USE OUR ONLINE CIVIL SERVICE PORTAL (SEE ADDRESS ABOVE). THE EMAIL ADDRESS ASSOCIATED WITH YOUR PORTAL ACCOUNT WILL BE USED FOR ALL CIVIL SERVICE CORRESPONDENCE INCLUDING APPEARANCE NOTICES, DISQUALIFICATION, RESULTS, CANVASSING, ETC. BE SURE TO CHECK BOTH YOUR INBOX AND SPAM/CLUTTER FOLDER FOR ALL CORRESPONDENCE. WE NO LONGER SEND PAPER APPEARANCE LETTERS.**

**FILING FEE: \$20.00 non-refundable** filing fee for each application submitted. Submit application and credit card payment online via the Civil Service Portal at the web address above. Cash, check or money order will be accepted if applying in person. **A maximum of two (2) application filing fees per calendar year will be waived for current legal residents of Albany County and/or current employees of a department of Albany County Government and/or a military veteran or an active-duty service member.** (Employees of NYS Government, school districts, towns, villages and libraries are not eligible for the employee waiver but may be eligible for the resident waiver.) Submission of a filing fee, even if you are eligible for a waiver, shall constitute relinquishment of the waiver and payment will be deposited. You may use any remaining waivers within the calendar year. The filing fee is waived for those receiving public assistance or unemployment benefits and the application must be accompanied by a completed Fee Waiver Request Form (ACS-04).

**TO BE HELD:** Application review will begin on **Monday, December 9, 2024.**

**LAST FILING DATE:** Application must be completed and submitted before 11:59pm on **Friday, December 6, 2024.**

**VACANCIES:** List will be used to fill future vacancies as they occur in the jurisdictions covered by Albany County Civil Service.

**SALARY:** **Varies by location.**

**RESIDENCY REQUIREMENT:** None to sit for the exam. Pursuant to NYS Civil Service Law Sec. 23.4-a, preference in appointment may be given to those eligibles who are legal residents in the municipality where the vacancy or anticipated vacancy exists. Must be a resident of such municipality at time of appointment if the municipality's appointing authority requests a resident list only.

**DUTIES OF POSITION:** This is a skilled paraprofessional position involving responsibility for the application of treatment procedures to residents to remedy or maintain the ability to cope with their environment. The work is performed under the general supervision of the Director who evaluates the resident, develops the treatment plan, and designates treatment procedures to be followed. Progress and observations are reported to the Director who modifies the treatment to promote maximum rehabilitative and restorative measures. Does related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the last date for filing:  
Candidate must possess a New York State Department of Education certification to practice as an Occupational Therapy Assistant.

**SCOPE OF EXAMINATION:** There is no written exam for this title. The exam is an evaluation of your training and experience. You are, therefore, asked to include in your application all pertinent education and experience in sufficient detail so that your background may be fully evaluated against the duties of the position. Be as concrete and specific as possible. Ambiguity and vagueness will NOT be resolved in your favor. Additional training and experience information will NOT be accepted after completion of the review period when the list is established.

**Include in your application a complete summary of your relevant training and experience.** In your summary of experience, describe each relevant position you have held. Submission of a resume does not relieve you of the responsibility for completing ALL sections of the official application. A resume is a supplement to the application, not a substitute for it. To receive credit for relevant experience, basic information (e.g. employer address, name and title of supervisor, etc.) must be provided. **It is crucial that the average number of hours worked per week be specified for all qualifying experience listed on the application. See the second page of this announcement for the experience rating scale.**

If you have a Master's degree or higher level of education in the relevant field, a copy of your transcript should be provided with the application to receive any additional credits that might be available in the scoring process. An original transcript is not required and in many cases an unofficial transcript is sufficient.

**PLEASE READ THE FOLLOWING PAGE(S) FOR ADDITIONAL IMPORTANT INSTRUCTIONS**

## GENERAL INSTRUCTIONS TO APPLICANTS

### **Application Filing Fee Waiver for County Residents, County Employees and/or Military Veterans/Active-Duty Service Members**

A maximum of two (2) application filing fees per calendar year will be waived for current legal residents of Albany County and/or current employees of Albany County government and/or a military veteran or an active-duty service member. Submission of a filing fee, even if you are eligible for a waiver, shall constitute relinquishment of the waiver and payment will be deposited. You may use any remaining waivers within the calendar year. If you have any questions regarding this policy, please email [csinfo@albanycountyny.gov](mailto:csinfo@albanycountyny.gov).

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**APPLICATION PROCESS/FORMS:** Submit application and credit card payment (if required – see above) online via the Civil Service Portal: <https://albany-portal.mycivilservice.com> . If you do not have access to a computer, you can visit our office at:

**ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE, 112 STATE STREET, ROOM 900, ALBANY, NY 12207**

*Cash, check or money order will be accepted if applying in person.*

The applicant should be certain that all required sections of the application are completed or disqualification may result. **Education and work experience should be documented on the application regardless if the candidate has elected to attach a résumé.** All statements made by candidates in their applications are subject to verification.

**TRANSCRIPTS:** If a college transcript is required per the announcement, copies of the original are acceptable and should be submitted with the application or as soon as possible after applying. See our transcript policy at: [www.albanycountyny.gov/departments/civil-service](http://www.albanycountyny.gov/departments/civil-service)

**EXPERIENCE RATING SCALE:** Experience will be rated as follows: 1 - 20 hours worked per week = ½ time; 21+ hours worked per week = full time.

**LAST FILING DATE:** It is the applicant's responsibility to ensure that the application is completed and submitted before 11:59pm on the specified last filing date.

#### **VETERANS' CREDITS:**

- Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, and provided they have not previously used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.
- Veterans who are eligible for additional credit must submit a copy of their separation papers (DD-214) within two (2) months of the last filing date for the examination. Veterans' credits can only be added to a passing score on the examination. Veterans' credits will not be applied for candidates whose scores make them immediately reachable at the time of list establishment.
- Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veterans' credits 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.**
- Effective January 1, 2014, the State Constitution was amended to permit disabled veterans to use additional credits on civil service examinations to obtain a second appointment or promotion.
  - If a veteran previously received five (non-disabled) points on an open-competitive examination and subsequently became certified as disabled, he or she would be entitled to receive another five (disabled) points on a subsequent examination whether an open-competitive or a promotion examination.
  - If a veteran previously received two and one-half (non-disabled) points on a promotion examination and subsequently became certified as disabled, he or she would be entitled to receive another seven and one-half (disabled) points on a subsequent examination whether an open-competitive or a promotion examination.

**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 (10) 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 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.

**ALTERNATE TEST DATE POLICY:** This policy and the required application can be found on our website: [www.albanycountyny.gov/departments/civil-service](http://www.albanycountyny.gov/departments/civil-service) . The policy clearly states the specific circumstances whereby a candidate may be eligible for an alternate test date. The candidate will be contacted by email or phone to make arrangements. Be aware that alternate test dates are during our normal business hours.

**SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements when applying. Candidates who are called to military service after filing an application should contact Albany County Civil Service as soon as possible at [csinfo@albanycountyny.gov](mailto:csinfo@albanycountyny.gov) or (518) 447-7770.

**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. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement.

#### **ELIGIBLE LISTS:**

- For continuous recruitment exams, candidates will have their names placed on the eligible list for a maximum period of one year in the order of their exam score regardless of the date on which they took the exam. Rank on the list changes regularly depending on declinations, appointments and new names being added to the list.
- For all other types of exams, eligible lists are in effect for a minimum of one year up to a maximum of four years unless superseded by a new exam.
- Changing conditions may make it necessary to canvass future vacancies at higher or lower salaries than those originally announced.

**CONTACT THIS OFFICE AT [CSINFO@ALBANYCOUNTYNY.GOV](mailto:CSINFO@ALBANYCOUNTYNY.GOV) OR (518) 447-7770 WITH ANY QUESTIONS.**

THE NEW YORK STATE HUMAN RIGHTS LAW (ARTICLE 15) PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, MARITAL STATUS OR DISABILITY.

**ALBANY COUNTY IS A PARTICIPATING E-VERIFY EMPLOYER. FOR MORE INFORMATION ABOUT E-VERIFY, GO TO [DHS.GOV/E-VERIFY](http://DHS.GOV/E-VERIFY).**

ALBANY COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.