ONONDAGA COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT
DEPARTMENT OF PERSONNEL
JOHN H. MULROY CIVIC CENTER
421 MONTGOMERY ST. 11TH FL. SYRACUSE, NY 13202
(315) 435-3537 – WEBSITE: WWW.ONONDAGA.GOV

Carl Hummel
Commissioner

Published
07/02/2024
Revised
10/23/2026
Application Deadline 11/10/2026

OCCUPATIONAL THERAPIST I

Open Competitive Exam #00000727
Use application form #p-200

Office Hours
M-F
8 A.M. – 4 P.M.

Training and Experience Examination

ALL APPLICATIONS MUST BE FILED WITH THE ONONDAGA COUNTY PERSONNEL DEPARTMENT
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

*****CONTINUOUS RECRUITMENT PROGRAM ENDING EFFECTIVE 11/10/2026*****

$15.00 Non-Refundable Application Fee You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. Payable by check or money order to: "Chief Fiscal Officer," or by VISA, MC or Discover. Cash will be accepted only if paying in person.

SALARY AND VACANCIES: Changing conditions may make it necessary to certify vacancies at higher or lower salaries than those announced.

THE TITLE CURRENTLY EXISTS IN THE FOLLOWING JURISDICTIONS:
School Districts of: Baldwinsville, East Syracuse-Minoa, Fayetteville-Manlius, Jamesville-DeWitt, Jordan-Elbridge, LaFayette, Liverpool, Marcellus, North Syracuse, OCM-BOCES, Onondaga Central, Skaneateles, Syracuse City, Westhill, and West Genesee – Salaries vary

The resulting open competitive eligible list will be used to fill vacancies in any jurisdiction where the title exists

DUTIES:
The work involves responsibility for conducting an occupational therapy program for the treatment of pupils with physical and/or motor disabilities in a school district. This is a professional position involving responsibility for pupil evaluation, development of treatment plans, and providing occupational therapy treatment in accordance with written prescription or referral from a physician who provides medical direction, as well as direction from professional school staff. Does related work as required.

CONTINUOUS RECRUITMENT PROGRAM: This is a combined continuous recruitment examination for Occupational Therapist I. The names of successful candidates will be inter-filed, in order of final score, to an Occupational Therapist I eligible list which will be used to fill present and anticipated vacancies for the title Occupational Therapist I in the school districts as listed above. Candidates appointed or removed from the list as a result of canvass in this school district will be removed from the list for further consideration. Candidates should be aware that because this is a continuous recruitment list, all results of canvass (i.e. declinations) will remain in effect indefinitely. Removals and restrictions to the eligible list may be withdrawn only through written notice to the Onondaga County Personnel Department. **The Onondaga County Personnel Department reserves the right to terminate this special recruitment program and establish the periodic type of examination.**

RESIDENCE REQUIREMENTS: Candidates must have resided in the United States of America or one of its territories for not less than one (1) month immediately preceding the date of exam. **Preference in appointment may be given to local residents.** Appointments to positions in some municipalities are subject to residence requirements pursuant to local laws.

MINIMUM QUALIFICATIONS:

At time of application, candidates must meet the following requirements:

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

*Limited permit - although not eligible for permanent appointment, candidates in possession of limited permits issued by the New York State Education Department may be employed on a temporary basis under conditions specified by the New York State Education Department.

NOTE: Candidates must submit a copy of their current registration with their application.

SUBJECT OF TRAINING AND EXPERIENCE 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: Indicate all training including any formal coursework which was not a part of a degree program or which has not yet resulted in a degree. Indicate your participation in any continuing education programs including any convocations, seminars, workshops, etc., in which you have participated over the past five years. Show the approximate dates and length of such programs and the nature of your participation.

In your summary of experience: Include a comprehensive description of each relevant position you have held and the duties of the position. Also where applicable, indicate the percentage of time spent in performing specific duties. Be specific; vagueness and ambiguity will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

Candidate Responsibility: It is the responsibility of each candidate 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.

APPLICATION INSTRUCTIONS: Applications and credit card payment forms may be obtained in person from the Onondaga County Department of Personnel, by mail (include a self-addressed, stamped envelope) or downloaded at www.ongov.net/employment/document_center

APPLICATION FEE: Although a separate application is required for each examination number, candidates applying for more than one examination may pay all fees with a single check/money order or credit card form. You may pay by check, money order or by VISA, MasterCard, or Discover, payable to "Chief Fiscal Officer". Cash will be accepted only if paying in person. Payment must accompany your application(s) (indicate examination number(s) on your check or money order). We do not accept applications by fax.

APPLICATION FEES ARE NON-REFUNDABLE. You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. If proofs (i.e. copy of license, certification, or transcript) are required, be sure that they accompany your application.

If you want "Proof That You Submitted Your Application and/or Examination Fee", ask for a receipt or, if mailing your application, enclose a stamped, self-addressed envelope and request a receipt. ***NOTE****: A bounced check fee will be charged to you for any checks returned. Unless such fees are paid in full, you will not be permitted to participate in any examination(s) or be considered for appointment from resultant eligible lists. In addition, any subsequent application fees will not be refunded unless all such fees are paid in full.*

FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for 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 (SSI); or Public Assistance (Temporary Assistance for Needy Families/Family Assistance of Safety Net Assistance); or are receiving Foster Care or are certified Workforce Investment Act eligible through a State or local service agency. A waiver of application fee will also be allowed if you are an Onondaga County resident and have honorably served or are now honorably serving in the Armed Forces, National Guard or Reserves (attach DD-214, NGB-22, or current DD2-Military ID card or a Statement of Honorable Service from Unit to completed "Application Fee Waiver Request and Certification" form). **All claims for application fee waiver are subject to verification.** If you can verify eligibility for application fee waiver, **complete** an "Application Fee Waiver Request and Certification" **form** and **submit** it **with** your **application.** Application Fee Waiver Request and Certification forms are available in person from the Onondaga County Department of Personnel or downloaded at https://onondaga.gov/employment/document-center/.

VETERAN CREDITS: Veterans applying for additional credit must submit a copy of their DD-214 Member-4 (discharge papers) with their application for examination or by one month following the date of examination. Veteran's Credit Instructions and Application Forms are available in person from the Onondaga County Department of Personnel or downloaded at https://onondaga.gov/employment/document-center/.

APPLICATION DEADLINE POLICY: All applications along with application fees or proofs of waiver must be submitted to the Onondaga County Department of Personnel before the close of business at 4:00 p.m. on the application deadline date as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the Application Deadline. Applications that are received through inter-office mail after the Application Deadline or that are submitted to any other department, office or agency and are not received in the Department of Personnel by the Application Deadline will not be accepted.

ELIGIBLE LIST: Eligible lists are established, on average, within three months after the examination date. In accordance with the New York State Civil Service Law, an eligible list must remain in existence for one year from the date of its establishment. When the eligible list is established you will be able to view the current eligible list and your status on-line by going to our website at **Civil Service Exam Test Results https://onondaga.gov/employment/exam-results/.**

CANDIDATE FITNESS: Inquires may be made as to character and ability of all candidates. All statements made by candidates are subject to verification. Falsification of any part of the "Application for Employment" may result in disqualification and possible legal action.

CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Onondaga County Personnel Department in writing of any change in address. Address change forms are available in the Personnel Department during normal office hours or online at https://onondaga.gov/employment/document-center/

IN ACCORDANCE WITH THE CHILD ABUSE PREVENTION ACT OF 1985, candidates for appointment to Onondaga County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Onondaga County.

PRE-EMPLOYMENT DRUG TESTING / BACKGROUND INVESTIGATION: May be required for appointment or promotion.

Onondaga County is an Affirmative Action/Equal Opportunity Employer