

**WARREN COUNTY DEPARTMENT OF HUMAN RESOURCES
CIVIL SERVICE ADMINISTRATION
Announces
OPEN COMPETITIVE EXAMINATION
For
OCCUPATIONAL THERAPY ASSISTANT**

LAST FILING DATE: September 23, 2026

EXAM NUMBER: 31041

**NON-REFUNDABLE \$7.50 APPLICATION FEE REQUIRED
CHECK OR MONEY ORDER ONLY – NO CASH; Payable to Warren County Treasurer
Fee Waiver Available to Qualifying Applicants**

LOCATION/VACANCIES: This examination is being held to establish an eligible list to be used as vacancies may exist or occur in Warren County School Districts.

SALARY: Varies by District.

RESIDENCY: Candidates must be legal residents of Warren County, or a contiguous county (Essex, Hamilton, Saratoga, Washington) for at least four months immediately preceding the date of the exam.

MINIMUM QUALIFICATIONS: Associate's degree in occupational therapy accredited by the American Occupational Therapy Association and certified by the New York State Education Department as an Occupational Therapy Assistant.

DUTIES: This is a skilled sub-professional position involving responsibility for assisting an Occupational Therapist in the application of treatment procedures. The work is performed under the direct supervision of an Occupational Therapist who evaluates the client, develops the treatment plan and designates treatment procedures to be followed. Progress and observations are reported to the Occupational Therapist who modifies the treatment to promote maximum rehabilitative and restorative measures. Supervision may be exercised over the work of assigned Occupational Therapy Aides. Does related work as 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 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 coursework, 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.

CANDIDATE RESPONSIBILITY:

It is the responsibility of candidates 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--they 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. All information must be submitted by close of filing. Candidates who submit incomplete applications and documentation may be disqualified.

HOW TO APPLY: Applications and information may be obtained from the Warren County Department of Civil Service Administration, or from the web site: <https://warrencountyny.gov/jobs>. Application/exam fee must be submitted to the Office of Warren County Civil Service Administration before the close of business at 4:00p.m. on the last filing date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last filing date. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name

and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

NOTE: Late applications will **NOT** be processed. The last filing date, listed, is a hard deadline and exceptions for late applications will **NOT** be made under any circumstance. Also, applications received via email will **NOT** be processed.

APPLICATION FEE: An application processing fee as specified in this announcement must accompany the application. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER**. **DO NOT SEND CASH**. **YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER**. You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

Application for 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 the Exam Fee Waiver and Certification section on the application.**

Veteran's Credits: Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and also submit a separate **Application for Veteran's Credits** and supporting documentation. Applications and information on veteran's credits may be obtained from the Warren County Department of Civil Service Administration at <https://warrencountyny.gov/jobs>.

Testing Accommodations: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with a disability who require reasonable accommodations to take the test must clearly indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to our office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date. You must submit with your application the type of special arrangements or reasonable accommodations requested accompanied by all supporting documentation.

Multiple Exams Scheduled for the Same Date: If you have applied with any other local Civil Service agency for any other examination held on the same day, you must complete and submit a Warren County Cross Filer form, which is available at <https://warrencountyny.gov/jobs>. Also, you must make arrangements with each agency to take all your examinations at one test site no later than two weeks before the test date. If you have applied for both State and Local examinations, you must make arrangements with this agency to take all your examinations at a state examination center no later than two weeks before the test date. If you have questions, please contact Warren County Civil Service at (518) 761-6440.

GENERAL INSTRUCTIONS AND INFORMATION

1. Application may be made using the Warren County Application for Examination or Employment Form, available at <https://warrencountyny.gov/jobs> or by contacting Warren County Civil Service at 518-761-6440.
2. Applicants must submit a complete application with regard to meeting the minimum qualifications and requirements for this examination. Incomplete applications will be disapproved. There will be no refund of the application fee should your application be disapproved.
3. Falsification of any part of the "Application for Examination or Employment" may result in disqualification and possible legal action. All statements made by applicants may be subject to verification.
4. Applicants seeking an alternate test date must submit an Alternate Test Date form available at:

<https://warrencountyny.gov/jobs> and supporting documentation along with your examination application.

5. For further information on Veterans credits eligibility, go to <https://warrencountyny.gov/jobs> or call 518-761-6440.
6. Eligible Candidates will be notified of when and where to appear for the scheduled exam. If an application is rejected, due notice will be sent to the applicant.
7. Unless otherwise noted, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited.
8. 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 exams will apply to this examination.
9. The eligible list established as a result of this examination will remain in force for at least one (1) year and may be extended by the Personnel Officer for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
10. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
11. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
12. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. A Change of Address form can be found at <https://warrencountyny.gov/jobs>.
13. **Background Investigation:** Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and/or other records check as part of such investigation. Applicants may be required to submit the necessary fees for the fingerprint processing, where required. Failure to meet the standards of investigation may result in disqualification.
14. Pursuant to Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
15. **EVALUATION OF POST-SECONDARY EDUCATION:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. Where a degree is required for minimum qualification, do not send transcript unless required on this announcement.
16. **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.
17. **PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Warren County. Additional

ISSUED: 8/26/2026

Jackie Figueroa
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Warren County Department of Human Resources
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Warren County is an Equal Opportunity/Affirmative Action Employer

View all examination announcements online at: www.warrencountyny.gov/jobs