ERIE COUNTY
CIVIL SERVICE OPPORTUNITIES

APPLICATIONS ACCEPTED CONTINUOUSLY
ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Please refer to our internet address at: www.erie.gov

A NON-REFUNDABLE $15.00 PROCESSING FEE
OR APPLICATION FEE WAIVER AND CERTIFICATION FORM MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)
See reverse side of this announcement for fee waiver information

PHYSICAL THERAPIST (SCHOOLS)

NO. 42-103 SALARIES VARY

RESIDENCE REQUIREMENTS: THERE ARE NO RESIDENCY REQUIREMENTS FOR PARTICIPATION IN THIS EXAMINATION. Preference may be given to successful candidates who have been residents of the municipality or school district* in which the appointment is to be made for one month preceding the date of the certification of the eligible list and who are residents of the municipality or school district at the time of appointment. Non-residents may be required to become a resident of the appointing municipality if local law so states.

*Candidates who reside in a school district which, for civil service purposes is administered by the Erie County Personnel Commissioner, but who are not legal residents of Erie County may apply for this examination. However, they will be certified for appointment only in the school district in which they are legal residents.

The eligible list will be used to fill vacancies as they occur at BOCES #1 and other Erie County School Districts.

If you pass the examination, your name will appear on the continuous eligible list for one year. After one year, your name will be removed from the list. You may apply for retest at six month intervals.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Physical Therapy; or possession of a bachelor's degree in any field supplemented by a post graduate physical therapy program.

SPECIAL REQUIREMENT: Eligibility for a license to practice physical therapy issued by the New York State Public Health Council at the time of application. Possession of the license required at the time of appointment.

NOTE: Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. A grade of "D" or better is necessary for a course to be credited as successfully completed. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

Notice to Candidates: Transcripts will now be accepted by the Department of Personnel ONLY at time of application.

All subsequent transcripts must be submitted at time of interview.

DUTIES: A ***Physical Therapist (Schools)*** administers massage, muscle training and coordination, corrective exercises and supplies various forms of heat treatment therapy; teaches family and students methods for applying heat; tests and grades student's muscle power and functional activities; instructs students in exercise, walking, standing, balancing and using supportive devices; observes students reactions to treatment and prepares written reports of treatment, progress and results; explains orthopedic recommendations of physician to the students; instructs students in use of mechanical devices, such as shoulder wheels, pulleys, parallel bars, walking ramps, and steps.

A medical examination may be required before appointment.

- SEE REVERSE SIDE -

SUBJECT 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 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. 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.

WHERE TO APPLY: You must obtain Form P.O. 30X, "Erie County Application for Examination or Appointment" at the Erie County Civil Service Commission/Personnel Office web site located at www.erie.gov. Click on "Civil Service Jobs". If you do not have internet access you may pick up an application form at the Erie County Personnel Department, 95 Franklin Street, Room 604, Buffalo, New York 14202. Forms are also available at Buffalo and Erie County Public Libraries and at Town, Village and School District administrative offices.

Completed forms should then be returned to the Erie County Personnel Department. In addition, candidates must request their colleges to send transcripts to the Erie County Personnel Department or attach transcripts to your application. No applications will be evaluated until all the above information, including transcripts, is received.

REISSUED: 08/09

MILITARY STATUS: If you expect to enter military service, you may still compete in this examination and may be appointed or reinstated after you return home from active duty.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they qualified for appointment. In addition to meeting specific requirements, candidates and appointees must be of good moral character and habits.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively, added to their earned scores if successful in the examination. You should claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits you may not claim them again. Children of firefighters or police officers killed in the line of duty may also be eligible for additional credit. Contact the Erie County Personnel Dept. for more information.

****IMPORTANT APPLICATION FEE - READ CAREFULLY****

A $15.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

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 Application Fee Waiver and Certification: form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. The form is available at the Erie County Personnel Department, 95 Franklin Street, Buffalo, NY (Room 604) or can be downloaded from the County's website at www.erie.gov. Click on "County Departments and Agencies", then "Erie County Civil Service".

This examination is prepared by the New York State Department of Civil Service and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.