

CITY OF NORWICH ANNOUNCES  
CONTINUOUS RECRUITMENT EXAMINATION

Physical Therapy Assistant

**SALARY:** \$27.00 per hour

**EXAM NUMBER:** 23-PTA-1

APPLICATIONS ARE ACCEPTED CONTINUOUSLY, CANDIDATES TESTED PERIODICALLY

**VACANCY:** Eligible list will be used to fill vacancies as they occur in the Norwich School System.

**DUTIES:** The work involves responsibility for assisting the Physical Therapist with the treatment and prevention of neuromuscular or musculoskeletal disabilities by the application of direct physical therapy procedures to students. Does related work as required.

**RESIDENCY:** Applicants must be a resident of Chenango County or one of the contiguous counties (Broome, Cortland, Delaware, Madison or Otsego) at the time of appointment.

**MINIMUM QUALIFICATIONS:**

Licensed and currently registered by the New York State Education Department as a Physical Therapy Assistant.

*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 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 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.

EXAMINATION FEE:

A fee of \$10.00 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 City of Norwich, One City Plaza, Norwich, NY 13815. DO NOT SEND CASH. Write the examination number(s) and your Social Security number on the check or money order. Applicants whose application forms are not accompanied by the appropriate fee; or whose personal check is returned for insufficient funds, will not be considered as candidates. Checks returned for insufficient funds will subject you to penalties as provided by law.

As no refunds will be made if your application is disapproved, be sure to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

GENERAL INFORMATION:

1. Application forms are available from the Department of Human Resources, City Hall, One City Plaza, Norwich, NY, 13815.
2. Saturday Sabbath observers; disabled individuals; active military members: If special arrangements for testing are required, indicate this on your application form, or inform the Department of Human Resources in writing.
3. If you have applied for any other civil service examination to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by call ((518) 457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each civil service agency to make arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

4. Candidates wishing to take more than one examination must complete the Application for Employment or Examination form for each request.
5. All experience required to meet the minimum qualification section are paid full-time experience unless otherwise noted.

6. Applicants must answer every question on the application form and make sure the application is complete in all respects. Incomplete applications will be disapproved.

7. Falsification of any part of the Application for Examination or Employment will result in disqualification.

8. Accepted candidates for examination will be notified of when and where to appear for the examination. Candidates will not be admitted to the examination unless they have an admission notice. Disqualified candidates will be sent a notice. The Civil Service Commission does not make formal acknowledgments of the receipt of an application or take responsibility for non-delivery of mail or postal delays.

9. Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

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 veteran's credit in examinations. Any candidate who applies for such credit must provide proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

10. The duration of an eligible list may be fixed for a minimum period of one and not more than four years.

11. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

12. Successful candidates from continuous recruitment examinations will have their names placed on an eligible list for this title in order of their final rating on the written test, regardless of the date on which they take the test. Candidate scores from different testing dates will be merged. Successful candidates will remain eligible for appointment for one year.

13. If you move, it is your responsibility to notify the Department of Human Resources of your new address. The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in your being passed over for appointment.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Posted: 9/1/2023