

OSWEGO COUNTY



HUMAN RESOURCES DEPARTMENT
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126
PHONE: (315) 349-8209 + FAX: (315) 349-8254
oswegocounty.com/humanresources

EXAMINATION ANNOUNCEMENT

ORIENTATION AND MOBILITY SPECIALIST (CITI)

EXAMINATION NUMBER: 63619 (Open to the Public)
LAST FILING DATE: Monday, July 31, 2017 (Applications will **NOT** be accepted after this date)
EXAM FEE: \$20.00 (**CHECK OR MONEY ORDER ONLY**) (**FEE IS NON-REFUNDABLE**)
\$10.00 (**Oswego County CSEA - CO-OP employees ONLY**)

STARTING SALARY: \$58,495 per year.

JOB DESCRIPTION: This professional position exists at Oswego County CITI and is responsible for providing Orientation and Mobility (O&M) evaluation, assessment and instruction to visually impaired students in grades pre-kindergarten to grade twelve. Services are designed to assist component school districts in providing a quality educational experience to identified students by providing appropriate instruction and support services. The incumbent acts as a liaison between the educational team, student, family, medical professionals and community agencies. Employee works under the direct supervision of the Supervisor of Exceptional Education. Supervision is not a function of this position. Position requires travel to component school districts. The incumbent does related work as required.

RESIDENCY REQUIREMENTS: There are no residency requirements for this exam, however, preference in appointment may be given to legal residents of Oswego County.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

Current certification as a Certified Orientation and Mobility Specialist (COMS) as issued by the Academy for Certification of Vision Rehabilitation and Educational Professionals (ACVREP).

Special Requirements: Failure to maintain active certification as a Certified Orientation and Mobility Specialist (COMS) may result in disciplinary action and/or termination. Possession of a valid New York State driver's license appropriate to the vehicles operated.

SCOPE OF THE WRITTEN EXAM: There will be no written or oral test for this examination. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

Candidates must first complete an examination application and return it to the Oswego County Human Resources Department on or before the last filing date of Monday, July 31, 2017.

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

The Training and Experience Questionnaire will be available on Friday, September 1, 2017, and approved candidates will be required to complete and submit this questionnaire between Friday, September 1, 2017 and midnight, Saturday, September 30, 2017. NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of Monday, July 31, 2017.

Candidates who fail to submit a questionnaire by midnight, Saturday, September 30, 2017, will not receive a rating.

ILLUSTRATIVE DUTIES:

- Conducts on-going comprehensive orientation and mobility evaluations and assessments to determine students' needs;
- Provides formal instruction in orientation and mobility skills such as movement with a sighted guide, cane skills, outdoor travel, self-protective techniques, identification and use of environmental landmarks, concept and sensory development, etc...
- Develops and implements individualized education plans;
- Recommends and provides information pertaining to specialized equipment, materials, technology needs and available services;
- Develop adaptations, strategic instruction and techniques to enhance student's educational experience;
- Interprets evaluation and assessment results to school personnel and parents;
- Serves as a member of the educational team in the evaluation, planning, and placement process, to make recommendations regarding placement, related service needs, communication needs, and modification of classroom environments for students with visual impairments or other orientation and mobility problems and attends meetings as required;
- Provides in-service training pertaining to orientation and mobility training, adaptive devices and their implication to school personnel, students, and parents;
- Counsels and guides students, parents, and teachers to better understand the needs of visually impaired students;
- Drives to a variety of component school districts to provide services;
- Maintains and prepares records and prepares reports.

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 Oswego County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

EXAM FEES: A non-refundable fee of \$20.00/\$10.00 is required for each separate examination for which you apply. The required fee must accompany your application. Please refer to the "Application for Exam or Employment" for information about fee waiver. Write the name of the exam(s) on your check or money order **payable to Oswego County** and submit the check or money order with your application. **Cash will not be accepted.** A \$20.00 charge will be imposed on checks returned for insufficient funds. 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. No refunds will be made to applicants who are disqualified, fail to appear, or if application is received after the last file date.

APPLICATION DEADLINE POLICY: Application/exam fee must be submitted to the Oswego County Human Resources Department before the close of business at 5:00 p.m. on the last file date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date. Applications that are received through inter-office mail, e-mail, or via facsimile must be received before the close of business at 5:00 p.m. on the last file date or they will not be accepted.

ELIGIBLE LISTS: Candidates who are successful in this examination and who meet the qualifications will have their names placed on the eligible list in the order of final scores, regardless of the date on which they

filed or on which they took the examination. The names of qualified candidates will remain on the eligible list for one (1) year.

OSWEGO COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

ISSUED: July 6, 2017
Carol N. Alnutt
Director of Human Resources

GENERAL INSTRUCTIONS

1. Applications and additional information can be obtained at the Human Resources Department, Oswego County Office Building, 46 East Bridge Street, Oswego, New York 13126, or by calling (315) 349-8209, or on the web at <http://www.oswegocounty.com/humanresources>.
2. Applications postmarked after midnight of the **Last Filing Date** will not be considered eligible for this examination.
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.
4. Applicants must answer every question on the application form. Incomplete applications will be disapproved.
5. If special arrangements for testing are required (i.e. religious observance, disability), submit written request describing your needs with the application form.
6. Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" prior to the establishment of the eligible list. Forms are available upon request at the Human Resources Department.
7. Military Service members on active duty on the exam date may request a military makeup exam by calling (315) 349-8209. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
8. Per 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.
9. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
10. 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.
11. 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.
12. The eligible list will remain in force for at least one (1) year and may be extended by the Director of Human Resources 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.
13. Special Requirement for Appointment in School Districts and CITI: 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 CITI as involving direct contact with students, a clearance for employment from the State Education Department is required.
14. In accordance with the Child Abuse Prevention Act of 1985, candidates for appointment to Oswego 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 Oswego County.
15. Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.