



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street, Unit 21
Watkins Glen, NY 14891
(607) 535-8190 Fax: (607) 535-8193
E-Mail: civilservice@co.schuyler.ny.us

Lorry Johnson
Personnel Officer

Examination Open to the Public

Caseworker Assistant

Exam #61787

EXAM DATE: August 5, 2023

LAST DATE TO FILE: June 16, 2023 by 4:30pm

SALARY: \$22.57/hr

EXAM FEE: \$15.00 examination fee payable by cash, money order, or check made payable to the Schuyler County Treasurer. Please write the name and number of the examination on the check.

HOW TO APPLY: Applicants **must** submit an original Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office.

VACANCY: A vacancy in this title has been filled provisionally. A permanent appointment will be made from the eligible list that results from this examination. The eligible list will also be used to fill any appropriate full-time and/or part-time vacancies as they occur.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

JOB DESCRIPTION: This is a paraprofessional position which involves the performance of supportive service functions associated with the implementation and maintenance of Social Services Programs. The work is carried out in accordance with well established guidelines. The purpose of the class is to relieve the professional staff of the more routine duties that can be performed by the Caseworker Assistant. The incumbent of this position receives direct supervision from a Caseworker or senior level staff member, with some leeway in the use of independent judgment in routine matters. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides Caseworker with information (e.g., family progress, conflicts, etc.) gathered during visits with clients.

Interviews clients and their families to gather information on the need and the eligibility for community and agency services and resources, making home and/or office visits when necessary.

Assists in studying background and need for care of children referred, securing information from the child, the family, relatives, therapists, family courts, schools, probation agency personnel and other outside agencies.

Responsible for preparing progress reports concerning clients in narrative report form or by dictation.

Responsible for the transportation and supervision of parents and their children who require court ordered supervised visitation.

Assists in the development of treatment plans.

Arranges for foster home placements or residential placement services for children identified to be in need of these services.

Assists in providing direct counseling to motivate child and/or family to increase their capacity to handle problems.

Assists staff with the encoding of computer data for entry into the State CCRS and WMS systems.

Supervise court ordered visits and provide transportation at times for visits and appointments.

May testify in Family Court when necessary.

May attend Fair Hearings when necessary.

When Assigned to Eligibility or Administrative Support Units:

Performs initial screening of applicant to determine potential eligibility.

Advises clients of available services and the requirements for such services.

Identifies client needs and makes referrals to the appropriate agency unit or community resource.

Makes recommendations to clients for possible diversionary services to relieve long term dependency.

Assists agency staff from all units to minimize waiting time for the client and streamline the application process.

Accesses and reviews WMS data and authorizes limited services according to established procedures.

May issue required decision notices for emergency assistance or immediate needs determination in accordance with established guidelines.

MINIMUM QUALIFICATIONS: Either

- A. Possession of an Associate's Degree in Human Services or a related field (i.e. Psychology, Social Work, Gerontology, Vocational Counseling, Occupational Therapy, Physical Therapy, Recreation Therapy, etc.), Counseling, Occupational Therapy, Physical Therapy, Recreation Therapy, etc.), and one year of experience in a human services agency providing direct client services which include identifying client problems, helping clients understand the problems, and helping the client practice ways to solve the problems. OR
- B. Possession of an Associate's Degree in any non related field and three years of experience in a human services agency providing direct client services which include identifying client problems, helping clients understand the problems, and helping the client practice ways to solve the problems.

**** Note:** 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.

SUBSTITUTION NOTE: A Bachelor's Degree (or higher) in Human Services or a related field (i.e. Psychology, Social Work, Gerontology, Vocational Counseling, Occupational Therapy, Physical Therapy, Recreation Therapy, etc.), may be substituted for the minimum qualifications as described above.

SPECIAL REQUIREMENT:

Applicants must possess a valid New York State driver's license to operate a motor vehicle or otherwise demonstrate the ability to meet the transportation needs of the job.

SPECIAL NOTE: Candidates for the position must pass NYS Central Registry (SCR) and other background clearance checks.

SCOPE OF EXAMINATION: Use of calculators is RECOMMENDED

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

Applying information

These questions test for the ability to apply simple information. You will be given a Resource Directory that describes community agencies, their purposes and the type of client each serves. Questions describe clients with a variety of problems and situations. You must determine the appropriate referral for clients based on the services which each agency provides.

Working with people in human services situations

These questions test for a knowledge of general techniques used to deal with common client behaviors such as fear, hostility, shyness, resistance, defensiveness, withdrawal, anxiety and confusion.

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Interviewing

These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. Publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

Applications and announcements are available at www.schuylercounty.us or the
Schuylers County Civil Service Office
105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

Issue Date: May 16, 2023

SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS

Application: An original application must be filed for each separate examination. Applications must be received by 4:30pm on the “Last Filing Date” to be considered for this examination. We do not make formal acknowledgement of the receipt of an application or take responsibility for non-delivery or postal delay. Submission of a resume does not relieve you of the responsibility for completing all sections of the application. Answer every question; incomplete applications will be disapproved. Be sure to read the detailed announcement to determine whether or not you meet the announced requirements. No fee refund will be made to applicants who are disqualified or fail to appear for the examination. Notify this office if your address changes after applying. No attempt will be made to locate candidates who have moved. Download application and forms at web site www.schuylercounty.us.

Education: A copy of your diploma should be submitted if you qualify by possession of a degree. Transcripts should be submitted whenever the qualifications require a specific college major or specified number of credits.

Fee and Fee Waiver: Application fee of \$15 must be submitted with application. Cash, money order or check made payable to Schuyler County Treasurer. Write exam name and number on check. The examination fee may be waived for persons claiming to be “unemployed and primarily responsible for the support of a household.” Use Schuyler County Waiver form.

Application Review: Disqualified candidates will receive a disapproval letter and will have the opportunity to submit facts in opposition to disqualification. Approved candidates will receive an admission letter a week before the date of the exam telling when and where to appear for the examination. If you do not receive your letter within five days of the examination, call the Civil Service office at 607-535-8190. Falsification or material misstatements of any part of the application may result in disqualification from the exam or from permanent competitive appointment. Statements on the application may be verified after the examination is held. At that time those candidates not meeting the requirements will be disqualified.

Residency: Candidates must be legal residents of Schuyler County of one of the contiguous counties (Yates, Seneca, Steuben, Chemung, or Tompkins) for at least one month immediately preceding the examination date. For some examinations, residency may be waived. Under Section 23-4a of Civil Service Law, a municipality may request a certification of eligible candidates who have been residents of that municipality for at least one month prior to certification.

Multiple Examinations: Qualified candidates may take a combination of examinations being given on the same date. The time limit for any combination or series of examinations cannot exceed eight (8) hours.

Cross-filing: If you have applied for any other civil service examinations to be given on the same test date by New York State or any other local government jurisdiction, you must notify Schuyler County Civil Service of your intent to take both a State and local government examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examination. (2) If you have applied for examination with another local civil service agency, submit a cross filing form with each agency to make arrangements no later than two weeks before the date of the examinations; indicate the test site at which you wish to take your examination.

Calculators: Unless otherwise notified, candidates are permitted to use a quiet hand-held, solar or battery powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. No books or other reference materials are allowed.

Eligible Lists: Unless otherwise noted, the final rank order of the eligible list established as a result of this exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will not be less than one year but no more than four years. Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Rating: This examination is announced and will be rated 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.

Veterans/Military: Veterans or disabled veterans who wish to claim additional credit must submit a copy of their DD-214 and supporting paperwork before the eligible list is established. The requirements set by NYS for these credits must be met. Military Service members on active duty on the exam date may request a military make-up examination.

Children of Firefighters and Police Officers Killed in the Line of Duty: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. You must inform this office when you submit your application and must also submit documentation before the eligible list is established.

Religious Observers: Most tests are held on Saturdays. If the test date conflicts with a religious observance or practice, check the box on the application. Arrangements will be made for an alternate test date, usually the following Monday.

Disabled Persons: If special accommodations for testing are required, please indicate in writing the disability and desired conditions necessary to accommodate your disability by the last filing date of the exam.

School District Positions: 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 as involving direct contact with students, a clearance for employment from that state education department is required.

Background Investigation: Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, including a fingerprint check, to determine suitability for appointment.

This examination may be rescheduled if there is a weather emergency. Listen to radio station WFLR for information.