



## SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson  
Personnel Officer

### Examination Open to the Public Senior Staff Social Worker—Exam #61135

**EXAM DATE: May 13, 2017**

**LAST DATE TO FILE: March 24, 2017**

**SALARY: \$29.68 per hour**

**EXAM FEE:** \$15.00 non-refundable examination fee must accompany application, 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.

**VACANCY:** A vacancy in this title has been filled temporarily in the Schuyler County Community Services Department. 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.

**JOB DESCRIPTION:** The work involves responsibility for delivering an advanced level of services to clients of the County Mental Health Clinic. The incumbent utilizes a variety of social work methods in helping individuals to achieve more satisfying lives in their social tasks, family relationships, and group undertakings, with a primary focus on psycho-social factors in planning and implementing clinical interventions. The employee is expected to function with a high degree of clinical independence and provide clinical direction and consultation with lower level professional staff. The work is performed under the general supervision of the Deputy Director of Community Services or a Supervising Social Worker. Clinical supervision is exercised over Staff Social Workers and other lower level mental health professionals. Does related work as required.plan

#### **TYPICAL WORK ACTIVITIES:**

Directs regular staff conference involving presentation of new cases and the formulation or revision of treatment plans;  
Conducts individual case consultations with other professional staff and provides advice and guidance on client treatment and reviews case records;  
Participate in, and supervise, the intake screening of new clients;  
Oversee case assignments and transfers;  
Supervise the interdisciplinary treatment teams;  
Participates in the intake and screening of new clients; makes psycho-social assessments to identify problems;  
Determines appropriate treatment modality and develops appropriate treatment plans;  
Provides psychotherapy to individuals, couples, families, and groups using various social work treatment modalities;  
Maintains liaison with other community agencies and resources and coordinates the provision of supportive services to clients;  
Participates in clinic planning related to the goals, objectives and policies related to mental health programs;

Prepares and maintains various records and reports including social assessments, treatment plans, case progress notes, treatment and discharge summaries, letters and referrals;  
Performs crisis intervention work as necessary;  
Acts as liaison to the Children's Services under the Public Health Department;  
Chairs the Clinic Program Committee.  
Provides professional consultations to a variety of agencies and facilities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices, procedures and methods of social work and of the social factors affecting disease and disability;  
Thorough knowledge of social work treatment modalities and problem solving techniques used to assist individuals to achieve more satisfying lives;  
Thorough knowledge of community services and resources which are available to assist in the treatment of the mentally ill;  
Ability to supervise the work of others in clinical matters;  
Ability to make a psycho-social assessments and develop a therapeutic relationship with patients;  
Ability to communicate effectively both orally and in writing;  
Ability to establish and maintain good working relationships with others;  
Ability to analyze and evaluate reports of staff workers and make sound decisions;  
Ability to prepare records and reports;  
Empathy with others;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Licensed by New York State as a Licensed Clinical Social Worker (LCSW).

**SUBJECT OF EXAMINATION: Use of calculators is ALLOWED**

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

1. Educating and interacting with the public

These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

2. 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.

3. 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.

#### 4. Principles and practices of social casework

These questions test for knowledge of the principles and practices used to provide casework services. Questions may cover such topics as developmental, mental, physical, and social disabilities and/or impairments; assessing client strengths and needs; building and maintaining relationships with clients and their support network; ability to make and advocate for appropriate service referrals; ability to provide advocacy and support; and professional and ethical concerns in casework practice.

#### 5. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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. This publication is available on line at:  
[www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

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

**Date Issued: February 16, 2017**

## ***SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS***

**Application:** An original application must be filed for each separate examination. Applications must be received by 4:30 p.m. in the Civil Service office 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](http://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 or 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.