



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Examination Open to the Public

CASEWORKER EXAM #CW2017CR

CONTINUOUS RECRUITMENT
(Applications Accepted Continuously)

HOURLY RATE: \$21.15 (2017 rate)

CONTINUOUS RECRUITMENT: Applications are accepted continuously with exams being given as needed. Successful candidates will have their names placed on the eligible list in order of their final score, regardless of the date on which they take the test. The rank of eligible candidates changes when new eligible candidates are added to the existing list. An eligible candidate's name will remain in effect for one year from the date he/she appears on the list. The Personnel Officer reserves the right to terminate this special recruitment program at any time.

NEXT EXAM OFFERED: The Caseworker exam will be offered on December 16, 2017.

HOW TO APPLY: Applicants **must** submit an original Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. **Applications for the 12/16/17 exam must be submitted by 4:30pm on December 8, 2017.**

EXAM FEES: There is a \$15.00 non-refundable exam fee. This fee must be paid at the time of application, either by cash, check or money order made payable to "Schuyler County Treasurer". If your application is disapproved, the fee will not be refunded. You should carefully review the minimum qualifications and any residency requirements and apply only for those examinations for which you clearly qualify. Details concerning waiver of application fee are found in the "General Instructions."

FILING APPLICATIONS WITH MULTIPLE CIVIL SERVICE AGENCIES: Candidates who file for Caseworker examinations with more than one civil service agency will be required to use the score received in this examination subject to the following terms and conditions:

- A candidate is permitted to take a Caseworker examination prepared by the NYS Department of Civil Service only **once** during each of the following defined periods: January 1 – June 30 **or** July 1 – December 31.
- A candidate who applies and is approved for more than one Caseworker examination during the same six-month period (January 1-June 30 or July 1- December 31) is required to use the score resulting from a single test administration for all examinations held during the same six-month period.
- The candidate must inform the civil service agency if he/she has previously taken a Caseworker examination in any other civil service agency and provide the location and date the examination was taken.
- A candidate must pay application fees for each examination requiring such fees.
- A candidate's placement on resultant list(s) and duration of eligibility for appointment will be determined by the civil service agency conducting the examination(s).

*****IMPORTANT CANDIDATE NOTICE*****

Candidates who have taken a Caseworker examination during January 1-June 30 or July 1-December 31 of this year should submit a statement with the application clearly indicating where and when the examination was taken.

RESIDENCY REQUIREMENTS: None

VACANCY: This examination is being held to fill vacancies, as they may occur in the Schuyler County Department of Social Services.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree (or higher) in Human Services, Psychology, Social Work, or closely related field.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.

ANTICIPATED ELIGIBILITY: If you expect to complete the educational requirement by three months from date of exam, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of your Bachelor's Degree to the Schuyler County Civil Service Office. An official college transcript must be submitted by three weeks of graduation. Failure to do so will result in removal of your name from the eligible list.

JOB DESCRIPTION: The work involves responsibility for providing social work services for individuals, including children, and their families or caregivers. The focus of the work is on assisting clients with their economic, emotional, social and environmental difficulties. The Caseworker, in consultation with the Supervising Caseworker or Senior Caseworker, formulates and carries out plans to meet the individual problems of the cases assigned. The work is performed under the general supervision of a Supervising Caseworker or Senior Caseworker, with in-service training provided through the agency. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree (or higher) in Human Services, Psychology, Social Work, or closely related field. (*Please note a "closely related field" is one of the Behavioral Sciences such as: sociology, gerontology, vocational rehabilitation, etc.)

Note: Please enclose a copy of your diploma with your application. If your diploma does not indicate your field of study, you MUST submit a copy of your transcripts (can be unofficial copy).

ANTICIPATED ELIGIBILITY:

If you expect to complete the educational requirement by June 18, 2017, you can be admitted to this examination. No certification for appointment will occur until proof of completion of Bachelor's Degree is submitted to the Schuyler County Civil Service Office. An official college transcript must be submitted by three weeks of graduation. Failure to do so will result in removal of candidate's name from the eligible list.

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.

SUBJECT OF EXAMINATION: There will be a written test, which candidates must pass in order to be considered for appointment. The written test is designed to evaluate knowledge, skills and/or abilities in such areas as:

1. Establishing and Maintaining Effective Helping Relationships in a Social Casework Setting:

These questions test for an understanding of the factors contributing to the development and maintenance of productive client-worker relationships. You will be provided with descriptions of specific client-worker interactions and asked to select the appropriate responses. The questions cover such topics as confidentiality, time management, professional ethics and referral techniques.

2. Interviewing (Caseworker):

These questions test for an understanding of the principles and techniques of interviewing and their application to specific client-worker situations. You will be provided with a series of concrete interviewing situations for which you will be required to select an appropriate course of action based on an analysis of the situation, the application of the information provided and the ramifications of various interviewing principles and strategies. You will also be asked questions about the interviewing process and various interviewing techniques.

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 and then asked to choose from four suggestions the order for the sentences.

TEST GUIDES: The New York State Department of Civil Service has published a Test Guide for this examination. This Test Guide is available at the NYS Department of Civil Service Website at <http://www.cs.state.ny.us/testing/localtestguides.cfm>. This Test Guide can also be obtained at the Schuyler County Civil Service Office.

SPECIAL NOTES: Candidates who file for Caseworker examinations with more than one civil service agency will be required to use the score received in this examination subject to the following terms and conditions:

- 1) A candidate is permitted to take a Caseworker examination prepared by the NYS Department of Civil Service only **once** during each of the following defined periods: January 1 through June 30 and July 1 through December 31.
- 2) A candidate who applies and is approved for more than one Caseworker examination during the same six-month period (January 1-June 30 or July 1-December 31) is required to use the score resulting from a single test administration for all examinations held during the same six-month period.
- 3) The candidates must inform the civil service agency if he/she has previously taken a Caseworker examination in any other civil service agency and provide the location and date the examination was taken.
- 4) A candidate must pay application fees for each examination requiring such fees.
- 5) A candidate's placement on resultant eligible list(s) and duration of eligibility for appointment will be determined by the civil service agency conducting the examination(s).

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

Issue Date: November 1, 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.

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.