



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



Senior Caseworker Examination #78402 PROM

****This exam is open only to Seneca County employees who possess the minimum promotional qualifications as listed below****

VACANCIES: At present there are 4 (four) vacancies in the Seneca County Division of Human Services. This eligible list will be used to fill these and future vacancies as they occur in Seneca County.

SALARY: Promotional salary as set forth by the CSEA contract

PROMOTIONAL QUALIFICATIONS:

To participate in examination:

Must have one (1) year of permanent competitive status, and currently serving as a Caseworker or Caseworker Trainee in Seneca County

To be eligible for promotion:

Must have a minimum of three (3) years of permanent competitive status as a Caseworker

SENIORITY RATING: Seniority credits will be added to the raw score of passing candidates as follows:
Seniority is credited at 1 point for each appropriate 5-year period or fraction:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points
Over 26 years up to 31 years	6 points

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Examination To Be Held:
June 9, 2018

Applications Accepted Up To:
May 4, 2018

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Interviews applicants and persons referring cases of children needing care, supervision or services;
Recommends services necessary to carry out plans to meet the needs of individuals or families;
Makes visits to applicants to ascertain the need for services;
Develops involved or complex social histories and a plan of treatments, which, with supervisory approval, is the basis for delivery of the services;
Aids individual Caseworkers in formulating service and work organization plans;
In each case, in cooperation with the individual or family plans the use to be made of available resources;
Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts and other agencies.
Makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals and other agencies;
When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;
Finds family homes interested in caring for children;
Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends boarding homes for certification;
Arranges for medical care of children in foster homes, takes children to doctors, dentists, and clinics if foster parents are unable to do so;
Plans with parents and relatives for the care of children and re-establishment of the home;
Makes referrals to other agencies when indicated;
Writes letters and reports as required;
Periodically reviews cases to determine changes in client situation affecting the need for service;
Assists a Case Supervisor in administering the work of the unit.

VETERANS CREDITS: Veterans or disabled veterans (including some current armed forces personnel) desiring to claim additional credit must make application for such additional credit at the time they make application for examination or at any time between the date of application for examination and the date of the establishment of the resulting eligible list. Your eligibility will be determined after we receive this completed application and a copy of your DD214. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit by the time the eligible list is established, cannot later be granted credit on such eligible list. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDITS FORMS AND TO SUBMIT SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

CREDIT FOR 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. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLICATION FEE: A fee of **\$10.00** is required for each separately numbered examination for which you apply. When you are applying online, complete the required fields for payment as noted. As no refund will be made, 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. **The required fee must accompany your on-line application.**

If you are unable to apply on-line, please contact the Seneca County Personnel Office for an application. Send check or money order payable to Seneca County Treasurer along with the application, and write the examination number(s) and your Social Security Number on your check or money order. Do not send cash in the mail. A \$20.00 service charge will be imposed on any checks returned to the Seneca County Treasurer. **Applications not accompanied by the application fee will not be processed for this examination.**

NOTE: Religious accommodation, handicapped persons: If special arrangements for testing are required, indicate this on your application form. All qualified candidates will be notified by mail as to location of exam, time, date, etc. Also, special testing arrangements for active military members are available.

NOTE: This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service rules, regulations dealing with the rating of examinations will apply to the written test.

NOTE: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. However, devices with typewriter keyboards, 'Spell Checkers, Personal Digital Assistants, Address Books,' Language Translators, Dictionaries, or similar devices are prohibited. **USE OF CALCULATORS IS ALLOWED.**

GENERAL INSTRUCTIONS AND INFORMATION:

1. To apply online, please visit <https://seneca-portal.mycivilservice.com/jobopps> . If you are unable to apply online, you may mail or bring completed applications, along with the application fee, to the Personnel Office prior to, or on the last date of filing.
2. Before filling out your application, read the announcement for this examination carefully. If completing a paper application be sure to enter the examination title which identifies the examination for which you are filing.
3. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to meet fully the announced requirements. Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will NOT be notified of their score.
4. Notify this agency immediately of any change of address. When writing give the title of examination.
5. Falsification of any part of the "Application for Employment" will result in disqualification.
6. Applicants must answer every question on the application form and make sure that the application is complete in all respects. An incomplete application may result in its disapproval.
7. The candidate must apply separately for each open-competitive and/or promotion examination he/she is eligible to take.
8. All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a pro-rated basis.)
9. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

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

1. 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.

2. 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.

3. 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.

4. 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

POSITIVELY NO APPLICATION WILL BE ACCEPTED AFTER THE LAST FILING DATE.

Issued: March 23, 2018