



# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



### **CASEWORKER/CASEWORKER TRAINEE Open Competitive Examination**

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

Applications will be accepted continuously with tests being scheduled by the Seneca County Personnel Office. Names of eligibles will be inserted, according to their final rating, on such list from time to time as applicants are tested and found qualified on the examinations held at such intervals. Eligibility is limited to a one-year period.

**VACANCIES:** This eligible list will be used to fill vacancies as they occur in all Seneca County.

**RESIDENCY:** Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

**SALARY:** Set by CSEA contract

#### **MINIMUM QUALIFICATIONS FOR CASEWORKER:**

Bachelor's degree and two years' experience in counseling or casework in a recognized agency adhering to acceptable standards in social services, psychiatric or medical social work or related work.

#### **MINIMUM QUALIFICATIONS FOR CASEWORKER TRAINEE:**

Possession of a Bachelor's Degree from a regionally accredited college or University or a New York State registered four year college or university.

#### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Possession of a valid New York State Driver's License is required, and must be maintained throughout employment.

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

Examination To Be Held:

CONTINUOUSLY

Applications Accepted:

CONTINUOUSLY

## **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 online application.**

## **TYPICAL WORK ACTIVITIES FOR CASEWORKER:** (Illustrative Only):

Formulates and carries out plans to meet the needs of the individual or family;  
Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;  
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;  
When foster care is necessary, determines whether the child's needs can best be met in an institution or a foster family home;  
Plans with parents and relatives individuals and families to persuade them to avail themselves of recommended social services;  
Identifies the need for services through in-depth discussions with clients;  
Maintains liaison with various individual agencies to which individuals and families can be referred for services;  
Works closely with other staff personnel such as homemakers in carrying out the plan for services;  
Reviews existing case records for available information for use in formulating a plan of treatment.  
Periodically reviews cases to determine changes in the individual or family's situations affecting need for service.

## **TYPICAL WORK ACTIVITIES FOR CASEWORKER TRAINEE:** (Illustrative Only)

Learns and Performs:  
Assists in interviewing clients, family members and others to gather information related to economic situation, emotional state, social relationships, personal characteristics, education and employment information, living arrangements, etc.;  
Assists in the review of existing case records and consultations with agency staff to obtain additional background information;  
Consults with other service agencies who may be involved with clients and their families;  
Assists in the evaluation of available information and in identifying the need for services;  
Assists in formulating a service plan to meet the needs of the client and their family;  
Discuss relevant portions of service plan with client and family and establishes a relationship with them to persuade them to cooperate and participate in the plan;  
Assists in counseling to motivate the client and their family and to increase their capacity and confidence in their ability to handle problems;  
Assists in monitoring the progress of client and family and conducts regular and special case reviews to determine the effectiveness of the service plan and the need for modification, deletion and/or addition of services;  
Assists in making recommendations as to what type of foster care would best meet the needs of a child;  
Assists in working with the child's family in order to return a child in foster care to his or her home as soon as circumstances and conditions permit;  
May assist in the preparation for testifying in a court of law or administrative hearing.

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 periods: January 1 – June 30, July 1 – 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, 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 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.
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).

### **ELIGIBLE LISTS:**

Successful candidates will have their names placed on the eligible list in order of final score, regardless of the date on which they took the test. The names of qualified candidates will remain on the eligible list for one year.

The Seneca County Personnel Office reserves the right to terminate this special recruitment program at any time and re-establish a program of periodic testing for this title.

### **LIST CERTIFICATION:**

A single eligible list will be established as a result of this examination. Caseworker eligibles will have their names certified for appointment before those eligible for Caseworker Trainee. Candidates who are successful in this examination and possess the minimum qualifications for Caseworker Trainee will be certified for appointment as a Caseworker Trainee. Any persons appointed to such Trainee positions would then be advanced to Caseworker without further eligibles being considered upon satisfactory completion of the one year traineeship. If candidates originally placed on the eligible list as a Caseworker Trainee acquire the training or experience necessary to meet the minimum qualifications for Caseworker during the life of the list, they may submit a new application and may then be certified as a Caseworker.

**NOTE:** All applicants placed on an eligible list as a result of this examination must, at the time of interview, sign a release under Section 424 of the Social Services Law. This release authorizes an inquiry to the New York State Control Register of Child Abuse and Maltreatment.

### **SUBJECT OF EXAMINATION:**

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

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 positive and 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

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 best order for the sentences.

#### **EXAMINATION GUIDE:**

*A Guide to Taking the Examination for Caseworker Series* is available at the New York State Department of Civil Service web site: <https://www.cs.ny.gov/testing/localtestguides.cfm> . If you are unable to obtain a copy of the guide online, you may call/write to the Seneca County Personnel Office, 1 DiPronio Drive, Waterloo, NY 13165 (315-539-1710) to obtain a copy.

#### **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. The required fee must accompany your application.

#### **APPLICATION FEE WAIVER:**

A waiver of the application fee is available for individuals who are unemployed and primarily responsible for the support of a household; or individuals who are eligible for Medicaid, or receiving Supplemental Security Income (SSI) payments; or individuals who are receiving Public Assistance in the form of Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance, or are certified eligible for Job Training Partnership Act/Workforce Investment Act programs through a state or local social services agency. If you can verify eligibility for application fee waiver, complete an "Application Fee Waiver Request and Certification" form and submit it with your application.

**NOTE:** Religious Accommodations, 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.

**GENERAL INSTRUCTIONS AND INFORMATION:**

1. Before filling out your application, read the announcement for this examination carefully. When completing your application be sure to enter the examination title which identifies the examination for which you are filing.
2. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to fully meet 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.
3. Notify this agency immediately of any change of address. When writing give the title of examination.
4. Falsification of any part of the "Application for Employment" will result in disqualification.
5. 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.
6. The candidate must complete an "Application for Employment" for each open-competitive and/or promotion examination he/she is eligible to take.
7. 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.)
8. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

If you are unable to apply online,  
Applications May Be Obtained From and Returned To:  
Seneca County Personnel Office,  
1 Di Pronio Drive, Waterloo, NY 13165

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If you are unable to apply online, please contact the Seneca County Personnel Office for an application. Send check or money order payable to Seneca County Finance Department 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 Finance Department. **Applications not accompanied by the application fee will not be processed for this examination.**

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