TIOGA COUNTY Office of Personnel & Civil Service
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www.tiogacountyny.com

Open ***C***ompetitive
Exam Announcement

CASEWORKER – Continuous Recruitment

Issued: March 2014

CAREFULLY read the following:

WRITTEN TEST WILL BE HELD PERIODICALLY. Contact our office for tentative dates.

APPLICATION DEADLINE:	**Applications are accepted continuously.** *Review the information and instructions at the end of this announcement!*
APPLICATION FEE:	$15 must accompany your application for each examination. Check or Money Order should be made payable to the *Tioga County Treasurer*. Application fees are non-refundable. Applications without fee **will not** be considered for exam. *Please see next page for additional information on application fee*.
TIME AND PLACE OF WRITTEN EXAM:	Examinations are administered on a continuous basis. Approved candidates will be notified by admission letter seven to ten days prior to written test when and where to appear for this examination. **Exams may be scheduled during weekdays**. ***Be sure to bring the admission letter with you the day of the exam.*** If you have not received an admission letter **3 days before** the date of the exam, call 687-8204.

LOCATION OF WORK	MINIMUM SALARY	VACANCIES
DEPARTMENT OF SOCIAL SERVICES	$39,015 - $39,715 (CSEA GRADE XI)	ANTICIPATED

RESIDENCY REQUIREMENTS: Candidates **ARE NOT** required to be legal residents of Tioga County immediately preceding the date of the written test. Preference **may be** given to residents of the civil division in which the vacancy exists. When preference in certification is given to residents of a municipality pursuant to subdivision 4a of Section 23 of the Civil Service Law, an eligible must have been, at the time of certification and for at least four months prior thereto, a resident of such municipality in order to be included in a certification as a resident of such municipality.

MINIMUM QUALIFICATIONS: EITHER

(A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree (a copy of college diploma/degree or transcript is required); **OR**

(B) Licensure as a registered professional nurse with one (1) year of satisfactory full-time paid experience or its part-time equivalent in that profession.

SPECIAL REQUIREMENT:

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirement made in the ordinary course of business in a timely and efficient manner.

You MUST *specifically state how you meet these requirements when completing the application. Unless otherwise noted, qualifications must be met at time of application.* **Copy of college diploma/degree or transcript is required at time of application.**

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for providing social casework services to individuals and/or their families, including children, to assist them with their economic, emotional, social and environmental difficulties. The work is performed under the direct supervision of a higher level Caseworker, with training provided or arranged through the agency's staff development program. A Caseworker, in consultation with the supervising worker, formulates and carries out plans to meet the individual problems of the cases assigned. ***Caseworkers will be required to work on call hours as a normal function of the position. Candidates will be expected to participate in at least 20 days of out of town training***. Does related work as required.

ELIGIBLE LISTS:

Successful candidates will have their names placed on the eligible list in order of their final score. Candidate scores from different testing dates will be interfiled on the eligible list. A candidate's eligibility for appointment begins on the date their name is added to the eligible list and they will remain eligible for appointment for one (1) year from the date, unless their eligibility is extended by the Personnel Officer as provided for in Civil Service Law. Appointments from an eligible list must be made from the three highest standing candidates willing to accept appointment.

TYPICAL WORK ACTIVITIES FOR THIS POSITION ARE AVAILABLE TO REVIEW UPON REQUEST

SUBJECTS 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.

TEST GUIDES AND RESOURCE BOOKLETS - Are not offered for every examination. Access the following site to research all available study guides: http://www.cs.state.ny.us/testing/localtestguides.cfm

WRITTEN RETEST POLICY - Candidates who fail the written examination or candidates who passed the written examination and wish to improve their position on the eligible list, may reapply to retake the written examination after a six (6) month period has passed from the date of previous examination.

CROSSFILING – 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 – 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 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 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 one (1) year from the date their name is added on the eligible list for Tioga County.

TERMINATION OF PROGRAM – Tioga County reserves the right to terminate this continuous recruitment program and re-establish the periodic type of examination.

*****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.

USE OF CALCULATORS: The use of a calculator **is ALLOWED**.
Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checks, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

APPLICATION FEE: A fee of $15.00 is required for each separately named or numbered examination for which you apply.

SEND CHECK OR MONEY ORDER payable to **TIOGA COUNTY TREASURER** and write the examination name(s) or number(s) on your check or money order. If paying by cash, please bring your payment(s) directly to the Tioga County Office of Personnel & Civil Service. 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. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

AN EXCEPTION TO THE APPLICATION FEE requirement will be made for the following:

1. Promotional exams;
2. Provisional Tioga County employees who have held a permanent position prior to provisional appointment in this title;
3. Exam candidates receiving public assistance from a State or local Social Service Agency, and / or who are currently unemployed. Individuals wishing to claim this waiver of fee must request and fully complete the **Application Fee Waiver Form** prior to the filing deadline. All information is subject to later verification and if found to be fraudulent, are grounds for barring appointment.

Applications may be obtained from and submitted to the Tioga County Office of Personnel and Civil Service.

Tioga County is an Equal Opportunity Employer

ADDITIONAL INFORMATION AND INSTRUCTIONS

ADDITIONAL EXAMINATION CREDIT – 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 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 the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

ALTERNATIVE TEST DATE: When a candidate is aware of a conflict prior to the scheduled test date, the candidate should notify the Department of Personnel and Civil Service in writing as soon as possible. For emergency situations that occur on the scheduled written test date, the candidate must notify the Department no later than three (3) days following the Saturday on which the written test was held. This request may be made by a member of the immediate family or household in the event of a death in the immediate family or a serious illness. An expanded Tioga County Personnel and Civil Service policy on Alternate Test Date is available at this Department.

****APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Cross-Filing):** You must notify all agencies with which you have filed an application of the test site at which you wish to take your examination(s). If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at (877) 697-5627 (press 2, then press 1), **no later than two weeks prior to the test date.**

If you have applied for examinations in more than one Local government (City or County agencies), you must make arrangements to take all the examinations at one test site. You must make your request for these arrangements **no later than two weeks prior to the test date**.

For Tioga County examinations, the Multiple Exam Notice form must be completed. This form is available in the Tioga County Department of Personnel & Civil Service, online at www.tiogacountyny.com, or by calling (607) 687-8207. **If you do not submit your Multiple Exam Notice form two weeks prior to the test date, you may NOT be allowed to sit at the test site you have selected. If you appear at a test site but did not designate this location as your test site on your form, you may NOT be allowed to take your examination(s) at that location.**

APPOINTMENT from an eligible list must be made from the top three candidates willing to accept the appointment. The resulting eligible list will be used to fill current or future appropriate vacancies within Tioga County's jurisdiction.

BACKGROUND INVESTIGATION and Additional Screenings: Candidates may be subject to a thorough background investigation. If requested, applicants will be required to authorize access to educational, financial, employment, criminal history, or other records. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to: fingerprinting, psychological, or drug testing. Applicants may be required to submit the necessary fees for the fingerprint processing. **Per Tioga County Civil Service Rule IX (3):** A record of disrespect for the requirements and processes of law may be grounds for disqualification for examination or, after examination, for certification and appointment.

DISQUALIFICATION: Any applicant may be disqualified for examination, or after examination, for certification and appointment that is not in compliance with the standards and requirements set forth in Section 50 (4) of the Civil Service Law.

ELIGIBLE LIST: In accordance with Section 61 (1) of the Civil Service Law, and as determined by the Tioga County Department of Personnel & Civil Service, the eligible list resulting from this examination ***may*** be used to fill vacancies in similar related titles.

EVALUATION OF FOREIGN POST-SECONDARY EDUCATION: If your degree and/or college credit was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. A listing of acceptable companies which provide this service may be obtained from the following: http://www.cs.state.ny.us/jobseeker/degrees.cfm or by contacting the Tioga County Department of Personnel. You will be responsible for the required evaluation fee.

EXAM HOLDINGS: In the instance where both a ***promotional*** and an ***open-competitive examination*** are held for the same title, a mandated ***promotional list will be used first*** to fill any positions. If you meet both the *promotional* and *open-competitive minimum qualifications*, you must file a separate application and pay any required fee(s) for each exam in order to be considered.

EXPERIENCE: All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis.)

FALSIFICATION of any part of the "Application for Employment" will result in disqualification.

FEES: Candidates must submit a separate application fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take.

FORMAT: The test may be in written form or it may be administered on a personal computer (PC). The type of test will be stated on the admission notice.

FORMS: Civil Service Applications, Fee Waivers and Cross-File Notification Forms may be obtained from, and must be filed with the **Tioga**

County Office of Personnel & Civil Service, County Office Building, 56 Main St., Owego, NY 13827. Request applications by mail, in person or from internet www.tiogacountyny.com

MINIMUM QUALIFICATIONS: You MUST specifically state how you meet these requirements when completing the application. Unless otherwise noted, qualifications must be met at time of application.

NOTIFICATION: If an application is disapproved, notice will be sent. *This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.* If the candidate does not receive either a disapproval letter or an admission notice mailed to the address listed on his/her application **3 days before** the date of the exam, call 687-8207.

RATING: This written and/or training and experience examination is being prepared and rated by the New York State Department of Civil Service 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 examinations will apply to this written and/or training and experience examination.

RESPONSIBILITY: You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor*.

SPECIAL ACCOMMODATIONS: Religious Accommodation - Handicapped Persons - Military Personnel - If special arrangements for testing are required, you must contact the Tioga County Department of Personnel & Civil Service.

VETERANS OR DISABLED VETERANS desiring to claim additional credit must request and file an Application for Veterans' Credit at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. These credits may only be used once. Effective January 1, 1998, the State Constitution was amended *to permit a candidate currently in the armed forces to apply for and be conditionally granted veterans' credit in examination*. *You may not claim veterans' or disabled veterans' credits after the Eligible List has been* ***established***. It is the candidate's responsibility to request and submit an Application for Veterans' Credit before the Eligible List is established. Veterans' credits will only be added to passing examination scores.