

CAREER OPPORTUNITIES WITH CIVIL SERVICE

# Essex County Announces

A Civil Service Examination for

## CASEWORKER

CONTINUOUS RECRUITMENT

*Essex County does not discriminate the Handicapped in Employment or the Provision of Services*  
Essex County is an Equal Opportunity Employer

For further information contact  
**ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE**

Essex County Government Center  
7551 Court Street - P.O. Box 217  
Elizabethtown, New York 12932 Tel: (518) 873-3360

[www.co.essex.ny.us](http://www.co.essex.ny.us)

**APPLICATIONS WILL BE ACCEPTED CONTINUOUSLY. EXAMINATIONS WILL BE SCHEDULED BY APPOINTMENT ONLY ON AN AS NEEDED BASIS.**

**APPOINTMENTS FOR EXAMINATION WILL BE MADE ONLY FOR THOSE CANDIDATES HAVING THE APPLICATION FORM AND THE FILING FEE ON FILE. (SEE REVERSE SIDE OF THE SECOND SHEET)**

**THIS EXAMINATION IS BEING HELD TO FILL VACANCIES IN ALL ESSEX COUNTY DEPARTMENTS**  
**SALARY: \$19.67/HOUR (HIRED AFTER 09) \$21.86/hr (HIRED PRIOR TO 09)**

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for providing social work services for individuals and/or their families, including children, to assist them with their economic, emotional, social and environmental difficulties. Work is performed under the close supervision of a Supervising Caseworker, with in-service training provided 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. The incumbent does related work as required.

**Note:** *In compliance with OSHA, this position has a potential risk of exposure to blood borne pathogens (blood/body fluids).*

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree.

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State driver's license at the time of appointment.

(OVER)

**WRITTEN TEST: DESIGNED TO TEST FOR KNOWLEDGE, SKILLS AND/OR ABILITIES IN SUCH AREAS AS:**

- 1. *Establishing and Maintaining Effective Helping Relationship 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 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.

**This examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.**

**A *Guide to Taking the Examination for Caseworker Series* is available on the New York State Department of Civil Service Web site at: [www.cs.state.ny.us/msd/map.htm](http://www.cs.state.ny.us/msd/map.htm) or in the local civil service office. Write/call Essex County Personnel Office, PO Box 217, Elizabethtown, NY 12932- Telephone (518) 873-3360**

***THE TEST WILL BE ADMINISTERED ON A PERSONAL COMPUTER (PC). CANDIDATES NEED NO PRIOR KNOWLEDGE OF COMPUTERS IN ORDER TO TAKE THE TEST. THE TEST USES A SIMPLE POINT-AND-CLICK SYSTEM THAT IS THOROUGHLY EXPLAINED THROUGH AN ANIMATED INSTRUCTION PROGRAM. CANDIDATES WILL BE GIVEN A SAMPLE TEST ON WHICH TO PRACTICE BEFORE THE ACTUAL TEST BEGINS.***

# **IMPORTANT NOTICE TO CASEWORKER APPLICANTS**

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 had previously taken a Caseworker Examination in any other civil service agency and provide the location and the date the examination was taken.

4) A candidate must pay application fees for each examination requiring such fees.

5) A candidates' placement on resultant eligible 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.**

05/06/2014

## GENERAL INSTRUCTIONS

1. Each candidate must execute an application form and file it with the Essex County Department of Personnel and Civil Service, Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, New York, 12932. Applications should be filed as soon as possible after the announcement of the examination. In writing for application form or information, SPECIFY BY EXAMINATION NUMBER AND TITLE the position for which you wish to apply. Before filing your application, BE SURE EVERY QUESTION IS ANSWERED. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.

2. Accepted candidates will be notified when and where to appear for examination. None will be admitted to the examination without the official admittance letter. If an application is rejected, due notice will be sent. The department does not make formal acknowledgment of the receipt of an application. If you fail to receive an admission letter at least seven days prior to the examination date, you should contact the Essex County Department of Personnel and Civil Service immediately.

3. There may be restrictions on employment for those who are under 18.

4. There are no residence requirements for taking the examination.

5. Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

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 veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans credits.

6. VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they are qualified for appointment. In addition to meeting specific requirements, candidates must be of good moral character and habits.

7. When the written 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 provision of the New York State Civil Service Rules and Regulations dealing with the rating and review of examinations apply.

8. Eligible Lists will be established in the order of final rating for successful candidates, and will be established for a period of one year unless exhausted prior to that date. Lists may be extended by the Personnel Director not to exceed four years. Candidates who take an exam may not be tested more often than once every six months. Candidates who retake an exam after six months within the twelve month period will take the most recent score and will be placed on the eligible list accordingly.

9. RETIREMENT SYSTEM: It is mandatory that persons appointed to full-time positions in a political subdivision participating in the New York State Employees' Retirement System, join the system on appointment. For other employees, membership is optional.

10. SATURDAY SABBATH OBSERVERS - DISABLED PERSONS: If special arrangements for testing are required, indicate this on your application form.

11. RECEIPT OF APPLICATIONS: If you submit an application to the Department of Personnel and Civil Service other than by personal delivery to this office, this office will not be responsible for the arrival of the application. Therefore, you should contact this office on or before the final date for filing to determine whether or not your application has been received.

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

13. FOR NON CITIZENS: At the time of appointment, you must be a legal alien authorized to accept employment in the United States and you must maintain such status throughout the term of your employment with Essex County.

14. COLLEGE TRANSCRIPT: A copy of your college transcript will be required with the official application when applying for any civil service examinations requiring a degree.

15. DRUG-FREE WORKPLACE POLICY: All persons seeking employment with Essex County shall be required to submit to drug and alcohol screening and testing, as well as a pre-employment physical.

16. 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 the 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 \$15 is required for each separate examination for which you apply. The required fee must accompany your application. Your check or money order must be made payable to Essex County Treasurer and have the examination number(s) and your Social Security Number on it. CASH WILL BE ACCEPTED. You are urged to compare your qualifications carefully with the Minimum Qualifications and residency requirements for each exam and file only for those for which you are clearly qualified. If you do qualify to take the exam, but fail to participate in the exam, the filing fee will not be refunded.

Should you submit a personal check for payment of the application fee, and such check is returned by the bank prior to the date of examination, you will not be admitted to the examination. Should your check fail to clear the bank prior to the examination date and be returned for insufficient funds after you have sat for the examination, the Local Examination Division will be so notified and a score will not be given to your examination. *For any checks returned, you will be charged \$15.00 payable to Essex County Treasurer.*

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you determine eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. You can obtain these Waiver Request forms in the Essex County Department of Personnel.

*Essex County is in compliance with American Disability Act requirements.*