

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.jeffersoncountyny.gov

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 24018-100J CASEWORKER

APPLICATIONS ACCEPTED CONTINUOUSLY

VACANCIES: This examination will be used to fill vacancies as they occur in the Department of Social Services.

SALARY: \$28.97 - \$36.64/hr.
\$30.23 - \$38.24/hr. (Child Protective Services)

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF NEW YORK STATE FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

LAST FILING DATE: **October 31, 2024**

EXAMINATION DATE: **November 23, 2024**

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

- A) Graduation from a regionally accredited or New York State registered four-year college or university with a bachelor's degree; or
- B) Graduation from a regionally accredited or New York State registered college with or university with an associate's degree and two years of Human Service's experience.

ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.

SPECIAL REQUIREMENT: Appointees will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate their ability to meet the transportation needs of the job.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

EXAMPLES OF WORK: (illustrative only)

Assesses, 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, neighbors, 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 for the care of children and reestablishment and stabilization of the home;
Establishes a relationship with individuals and families to persuade them to avail themselves of recommended social, medical, psychiatric, etc., 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 and Community Service Workers, 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's or family's situations affecting need for service.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

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.

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.

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.

This 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 test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: 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. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

ELIGIBLE LISTS: Candidates who meet the qualifications, and pass this examination, will have their names placed on the Eligible List, in the order of final scores, regardless of the date on which they filed or took the test. The names of qualified candidates will remain on the Eligible List for one year. Appeal of ratings will not be allowed.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

NOTE: Copies of the publications “*How to Take a Written Test*” and “*Guide to Taking the Written Test for Entry-Level Caseworker Series*” may be downloaded from the NYS Department of Civil Service website: <https://www.cs.ny.gov/testing/testguides.cfm>.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

NOTE: 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
- July 1 - December 31

1. 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.
2. 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.
3. A candidate must pay application fees for each examination requiring such fees.
4. 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).

TERMINATION OF THE PROGRAM: Jefferson County Department of Human Resources reserves the right to terminate this special recruitment program at any time, and re-establish a program of periodic testing for this title.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) 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. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Local Caseworker Examination Series Candidate Declaration and Announcement
Amendment for all Caseworker Examinations prepared by the NYS Department of Civil Service

Completion of this form is **MANDATORY**. You must complete it and return to the Jefferson County Department of Human Resources, 175 Arsenal St., Watertown, NY 13601 no later than October 31, 2024. Failure to do so may mean you will not receive a grade for the exam.

I understand that I may take a written test for examination(s) in the Caseworker Examination Series being offered by any civil service agency only once during the period January 1 - June 30 and July 1 - December 31.

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).

Check the box(es) below that apply to you:

- I took a Caseworker related examination between January 1 and June 30 this year. State the County where the examination was taken and date:_____.
- I took a Caseworker related examination between July 1 and December 31 this year. State the County where the examination was taken and date:_____.
- I have not previously taken a Caseworker related examination during either of the above time periods this year.

I also understand that if I apply for and am qualified to take any other Caseworker examination in the Caseworker Examination Series during the same six-month period (January 1 - June 30 or July 1 - December 31) encompassing the test date of November 23, 2024. I will be required to use the score resulting from this test administration for all examinations during the same six-month period.

Civil Service Law Section 50.4

“Disqualification of applicants or eligibles. The state civil service department and municipal commission may refuse to examine an applicant, or after examination to certify an eligible...(f) who has intentionally made a false statement of any material fact in his application; or (g) who has practiced, or attempted to practice, any deception or fraud in his application, or in his examination, or in securing his eligibility or appointment.”

*******Affirmation*******

I have read the above portions of Section 50.4 of the Civil Service Law and I understand that I may be disqualified from competing in or being placed on an eligible list, if I provide false or misleading information regarding my eligibility to participate in the Caseworker examination being administered to me on November 23, 2024.

Candidate's First and Last Name (Please Print)

Candidate's Social Security Number

Candidate's Signature

Date

Jefferson County
County in which you are now taking the Caseworker examination