

**PLEASE POST CONSPICUOUSLY**

**REISSUE DATE 7/1/2023**

**GREENE COUNTY CIVIL SERVICE**

411 Main Street, 3<sup>rd</sup> Floor, Catskill, NY 12414

518-719-3253 --- [www.greenegov.com](http://www.greenegov.com)

Announces an

**CONTINUOUS RECRUITMENT OPEN-COMPETITIVE EXAMINATION FOR**

**CASEWORKER/CASEWORKER TRAINEE #001-20**

**APPLICATIONS ACCEPTED CONTINUOUSLY**

**ADMINISTRATION OF THE EXAM:** The exam will be held the second Tuesday of every other month at 10:00 a.m., beginning with February. Admission letters will be mailed to all approved candidates.

**LOCATION OF EXAM:** The exam will be held in the GREENE COUNTY CIVIL SERVICE OFFICE, address as stated above.

**ADMINISTERED FOR:** Anticipated vacancies in the GREENE COUNTY DEPARTMENT OF SOCIAL SERVICES and HUMAN SERVICES DEPARTMENT.

**MINIMUM SALARY:** CASEWORKER: \$25.18 per hour AND CASEWORKER TRAINEE: \$23.27 per hour

**RESIDENCY REQUIREMENTS:** Candidates must be legal residents of Albany, Columbia, Delaware, Greene, Schoharie, or Ulster Counties for at least one (1) month immediately preceding the date of the examination. Preference in appointment may be given to Greene County Residents. (C.S. Law#23, Par 4, Sub Par A)

**NON-REFUNDABLE FILING FEE:** **CASH IS NOT ACCEPTED.** A \$15.00 filing fee must be submitted with your application in the form of a check or money order. Credit cards can be accepted when filing applications in **person only**. Please be advised there is a service fee of 2.49% or a flat fee of \$1.50, whichever is greater for each credit card transaction.

**MINIMUM QUALIFICATIONS:** **\*\*YOUR TRANSCRIPTS MUST BE SUBMITTED WITH YOUR APPLICATION\*\***

**CASEWORKER:** A Bachelor's Degree in Behavioral Sciences, Human Services, Social Science, Social Work, Counseling, Nursing, Education or other human services fields from a regionally accredited college or university or one recognized by the New York State Education Department and ONE (1) year of full-time paid experience as a Caseworker providing social services in a public or private human services agency.

**CASEWORKER TRAINEE:** Bachelor's Degree from a regionally accredited college or university or one recognized by the New York State Education Department.

**SPECIAL REQUIREMENT:** Must have access to transportation to meet fieldwork requirements in a timely and efficient manner. The job involves extensive travel to all parts of the county and state and occasional travel out-of-state. If this position requires a driver's license, possession of a valid New York State Driver's license is required at time of appointment and this license must be maintained throughout employment.

**ESTABLISHMENT OF ELIGIBLE LIST:** Successful candidates will have their names placed on the eligible list in order of their score, regardless of the date on which they take the test. The rank of the eligible changes when new eligibles are added to the existing list. Eligible candidates' names will remain in effect for two (2) years from the date he/she appears on the list.

**LIST AND CERTIFICATION:** One eligible list will be established from this examination. Candidates who are successful in this examination and possess the minimum qualifications for Caseworker will be certified for appointment first as a Caseworker. Those eligibles for Caseworker Trainee will be certified second at the Trainee level. Persons appointed at the Trainee level will be advanced to Caseworker without further examination upon satisfactory completion of the one (1) year traineeship. Caseworker eligibles will have their names certified for appointment before those eligibles for Caseworker Trainee. If Candidates originally placed on the

eligible list as Caseworker Trainee acquire the training and experience necessary to meet the minimum qualifications for Caseworker during the life of the list, the candidate may submit a new application and may then be certified as Caseworker.

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.

**TERMINATION OF THE CONTINUOUS RECRUITMENT PROGRAM:** THE GREENE COUNTY CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO TERMINATE THIS SPECIAL RECRUITMENT PROGRAM AT ANY TIME AND RE-ESTABLISH A PROGRAM OF PERIODIC TESTING FOR THIS TITLE.

**IMPORTANT CANDIDATE NOTICE:** 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 and 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) will be required to use the score resulting from the single test administration for all examinations held during the same six- month period.
- 3) The candidate must inform the GREENE COUNTY 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 for two (2) years from the date their name is added to the eligible list for Greene County.**
- 6) **If you have taken or will be taking a CASEWORKER/CASEWORKER TRAINEE EXAMINATION in another County between the dates of JULY 1 & DECEMBER 31, 2023, you must submit a statement with your application indicating where and when the examination was/will be held.** According to Civil Service Law 50.4, any candidate providing false or misleading information regarding their eligibility to participate in CASEWORKER/CASEWORKER TRAINEE EXAMINATION may be disqualified.

**CASEWORKER EXAMPLES OF WORK (Illustrative Only):**

**When Employed in Department of Social Services:** Maintains liaison with various individual agencies to which individuals and families can be referred for services; Identifies the need for services through in-depth discussions with clients; Studies the background and need for care of children referred, securing information from child/children themselves, the family, relative, schools, churches, family courts and other agencies; Reviews existing case records of available information for use in formulating a plan of treatment; Through face-to-face contacts/in-home visits, establishes a relationship with individuals and families to persuade them to avail themselves of recommended social services; Formulates and carries out plans to meet the needs of the individual or family; Provides casework counseling to motivate the individual or family to increase their capacity and confidence in their ability to handle problems; Works closely with other staff, such as parent aides, in carrying out the plan for services; When foster care is necessary, determines whether the child's needs may best be met in a foster family, boarding home or institution; Plans with parents and relative for the care of children and reestablishment of the home; Prepares petitions and memorandums for review by agency attorney; Testifies in family court proceedings; Maintains the Uniform Case record; Periodically reviews cases to determine changes in the individual's or family's situation, affecting the need for service; Assists in supervision of Caseworker Trainees.

**When Employed in Human Services Department:** Maintains liaison with various individual agencies; Studies the background and need for care of children referred, securing information from child/children themselves, the family, relative, schools, churches, family courts and other agencies; Reviews existing case records of available information for use in formulating a plan of treatment; Makes home visits to screen prospective clients and gather information through in-depth discussions with clients for services needed;

Establishes a relationship with individuals and families to persuade them to avail themselves of recommended services; Works with the client and his/her family to set up needed services; Formulates and carries out plans to meet the needs of the individual or family; Provides casework counseling to motivate the individual or family to increase their capacity and confidence in their ability to handle problems; Maintains case records on clients including service plans, case notes and monitoring reports; Works closely with other staff, such as parent aides, in carrying out the plan for services; Assists in supervision of Caseworker Trainees; Works with providers, personal care aides and social service agencies to identify types of services available, authorizes these services, and makes referrals as needed; May be called upon to assist in the senior centers and/or deliver home delivered meals to clients; Keeps abreast of current trends in long term care and human services and may attend related conferences, seminars, etc.

### **CASEWORKER TRAINEE EXAMPLES OF WORK (Illustrative Only):**

**When Employed in Department of Social Services:** May assist in the identification of client services needs and the referral process to obtain services; Studies the background and need for care of children, while helping to secure information from various sources, such as children, family, relatives, schools, court and other agencies; Assists in formulating a plan of treatment by reviewing case records and available information; May help in establishing a relationship with clients through face-to-face contact, and in home visits; May assist in providing casework counseling to motivate the individual or family to increase their capacity and confidence in their ability to handle problems; Attends on-the-job and special training sessions and participates in regular staff meetings to develop Caseworker skills; Studies and review literature and regulatory material related to Casework or Social Work to systematically acquire essential knowledge; Helps plan with parents/relatives for the care of children and reestablishment of the home; Helps prepare petitions and memorandums for review by the agency attorney; Works closely with other staff and provides in helping to carry out the plan for services.

**When Employed in Human Services Department:** May assist in the identification of client services needs and the referral process to obtain services; Studies the background and need for care of children, while helping to secure information from various sources, such as children, family, relatives, schools, court and other agencies; Assists in formulating a plan of treatment by reviewing case records and available information; May help in establishing a relationship with clients through face-to-face contact, and in home visits; May assist in providing casework counseling to motivate the individual or family to increase their capacity and confidence in their ability to handle problems; Attends on-the-job and special training sessions and participates in regular staff meetings to develop Caseworker skills; Studies and review literature and regulatory material related to Casework or Social Work to systematically acquire essential knowledge; Works closely with other staff and provides in helping to carry out the plan for services; May work with providers, personal care aides and other social service agencies to identify types of services available and make referrals as needed; May assist in the monitoring of contracts and service plans; Participates in outreach events.

**SUBJECTS OF THE EXAMINATION:** The written test will cover knowledge, skills, and/or abilities in such areas as:

- 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 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 (CASEWORKER):** 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.

**Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Cell phones and devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators or dictionaries are strictly prohibited.**

**On the New York State Civil Service web site Caseworker study guides are available under the heading local government exams at: <https://www.cs.ny.gov/testing/testguides.cfm>**

**GENERAL INFORMATION --- GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**  
**GENERAL INFORMATION --- GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER -- PAGE 3**  
**APPLICATIONS AND FORMS MAY BE OBTAIN FROM THE OFFICE OR AT [www.greenegov.com](http://www.greenegov.com)**

**1. APPLICATIONS:** Mail to: Greene County Civil Service Commission, 411 Main Street, Catskill, NY 12414. Applications accepted up to the last filing date indicated on announcement. This department does not make formal acknowledgment of the receipt of an application, or take responsibility for non-delivery of mail or postal delays. The Commissioners reserve the right to reject or accept applications after the advertised filing period. Read and compare your qualifications carefully with the minimum qualifications as outlined. Only apply for those exams for which you are qualified. Resumes are not accepted as a substitution in indicating work experience on your application, but are accepted as an addition to your application. All experience is considered as paid work experience, **unless** specified under the minimum qualifications; volunteer experience, unpaid internship experience (if paid, verification must be provided) and education will not be accepted and/or substituted for experience in meeting the qualifications. **FAXES & COPIES ARE NOT ACCEPTED--THE ORIGINAL SIGNATURE MUST APPEAR IN INK.** **2. NON-REFUNDABLE FILING FEE & FEE WAIVER:** A \$15 fee is required for **EACH** exam **being filed** for with the exception of POLICE OFFICERS, DEPUTY SHERIFFS, OR CORRECTIONS OFFICERS exams which require a \$25 filing fee. The required **fee** must accompany your application. **Do not send cash! A check or money order payable to Greene County Civil Service Commission is required OR if filing in person, charge card payments are now accepted. Please be advised the service fee is 2.49% or a flat fee of \$1.50, whichever is greater. This will appear as a separate charge on your statement.** Include the exam title and exam number on your check or money order. Fees may be waived per C.S. Law §50.5(b). In order to be eligible for the FEE WAIVER, the completed Fee Waiver form must be submitted with your exam application. A \$10 SERVICE CHARGE will be imposed on any checks returned to the Greene County Treasurer. **3. TIME AND PLACE OF EXAM:** Accepted candidates will be notified by letter approximately two (2) weeks prior to the exam date when and where to appear for the exam. You are required to bring your admission letter and social security number to the exam site. Call this office at (518) 719-3253 if you do not receive a notice up to three (3) days prior to the exam. **4. MULTIPLE EXAMINATIONS & CROSS FILER SCHEDULED FOR THE SAME DAY:** If you have applied to take a written exam announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same exam date as this written exam, you must notify each of the local jurisdictions no later than two weeks before the exam date, so they can make arrangements for taking all exams at one exam site. All exams for positions in State government are held at a State exam center. When taking both **State and Local** government exams, you are required to take all exams at the **STATE** exam site. For Greene County call (518) 719-3253, or obtain a cross filer form from our website or write to the above address no later than **two (2) weeks** prior to the date of the exams. **5. SPECIAL EXAM ARRANGEMENTS & RELIGIOUS ACCOMMODATIONS:** If you require particular accommodations or special testing arrangements as a person with a disability or alternate test date candidate (in accordance with alternate test date policy) clearly indicate this on your application. All such requests must be supported by appropriate documentation. Special arrangements to provide access for disabled persons will be made in compliance with local, state and federal laws and regulations. For religious accommodation, most written exams are held on Saturdays. If you cannot take the exam on the announced exam date due to a conflict with a religious observance or practice, please check the box under #5 "RELIGIOUS ACCOMMODATION." We will make arrangements for you to take the exam on a different date, usually the following Monday. **6. AGE REQUIREMENT:** Unless otherwise specified in the exam announcement, there are no age restrictions. However, there may be statutory restrictions on your employment if you are under 18 or over 70 years of age. **7. RESIDENCY REQUIREMENT:** Unless otherwise specified in the exam announcement, candidates in all open competitive exams must at the time of the exam have been legal residents for at least one (1) month of the political subdivision in which they seek appointment. **8. VETERANS' CREDIT:** Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotion exams), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the exam. Effective 1/1/98 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 exams. 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 TO THIS OFFICE** indicating that the candidate received an honorable discharge or was released under honorable conditions in order to be certified a score including veterans' credit. An appropriate application form may be obtained at the Civil Service Office. **FAILURE TO PROVIDE PROOF PRIOR TO ESTABLISHMENT OF THE ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.** **9. ADDITIONAL SERVICE CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with Section 85-a of the C.S. 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 exam for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this exam 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 exam. 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. **10. TRANSCRIPTS & COLLEGE DEGREES:** Whenever college transcripts or diplomas are requested, they should be submitted with the application for the exam or as soon as possible thereafter before the exam. Degrees must be awarded by a regionally accredited college or university or one recognized by NYS Education Dept. If you degree was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. Please contact Civil Service for additional instructions. **11. RATING & REVIEW:** The passing grade for examination is 70. Unless the announcement states otherwise, this exam is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23.2 of the NYS C.S. Law. The provisions of the NYS C.S. Rules and Regulations dealing with the preparation and rating of written exams will apply to this exam. **12. TRAINING AND EXPERIENCE:** Training and Experience will not be a subject of the exam unless specified on the front of the announcement. If a subject of the exam, training and experience may not be rated if all passing candidate are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application which are subject to verification. **13. ELIGIBLE LIST:** Eligible lists will be established on the basis of passing grades received by the candidates in the competitive portions of the exam. Lists are established for a duration of one year unless further extended. The resulting eligible list will be used to fill appropriate vacancies as they occur. Lists resulting from promotion exams are certified first. **14. SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES involving direct contact with students, a clearance for employment from the State Education Department is required. **15. FOR POSITIONS REQUIRING CRIMINAL BACKGROUND INVESTIGATION & FINGERPRINTING:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the State background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of the Civil Service Law. As mentioned above, this Chapter applies to applicants or eligibles for original appointment to positions in the classified service. Current employees, transfer candidates, individuals reinstated from preferred lists pursuant to Section 81 of the Civil Service Law and applicants for promotion examinations or current eligibles on promotion eligible lists are specifically exempted from the provisions of this Chapter. This act took effect July 22, 2003. **16. USE OF CALCULATORS:** Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. **The calculator function on cell phones & devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.** You may not bring reference materials unless notified to do so. **17. WEATHER:** Listen to your local TV & Radio Stations, (WNYT, WRGB, WTEN, WXXA and 98.5 THE CAT, OLDIES 93.5, 1230 WHUC, FLY 92, 810 WGY, 107.7 WGNA) **18. EMERGENCIES (OTHER THAN WEATHER):** If an emergency prevents you from appearing for the exam please notify this office no later than 10:00 AM on the Monday following the test date. (Tuesday, if Monday is a holiday), providing verifiable documentation of the reason.

**NOTE:** As a condition of employment **only** within Greene County Depts., candidates receiving a conditional offer of employment must successfully pass a drug screen, failure to meet the above standards may result in disqualification. Also, any other entity or employer making a conditional offer of employment may also impose these same conditions.