



Schenectady County Is An Equal Opportunity Employer

Open Competitive Examination

Exam Title: Caseworker/Caseworker Trainee
Schenectady County Department of Social Services
The resulting eligible list will be used to fill vacancies as needed.

Exam Number: 300-98

Salary Range: Caseworker \$46,829 - \$55,364 (2016)
Caseworker Trainee \$44,603 - \$52,603 (2016)

Last Date for Filing: June 26, 2017

Date of Examination: August 5, 2017

Residency Requirement: Immediately preceding the date of the written test and appointment, candidates must have been legal residents of New York State for at least one (1) month. **Note: Residency in Schenectady County is required within one year of employment.**

List Certification: A single eligible list will be established as the result of this examination. Candidates who are successful in this examination and possess the minimum qualifications for Caseworker will be certified for appointment as a Caseworker. Those eligible for Caseworker Trainee will be certified at the trainee level. Persons appointed at the trainee level will be advanced to Caseworker without further examination upon satisfactory completion of the one year traineeship. Caseworker eligibles will have their names certified for appointment before those eligible for Caseworker Trainee. Candidates originally placed on the eligible list as a Caseworker Trainee, who acquire the training or experience necessary to meet the minimum qualifications for Caseworker during the life of the list, may submit a new application and may then be certified as a Caseworker.

Duties: Caseworker: This position involves responsibility to investigate abuse or neglect cases, assess client/family strengths and needs and develop, coordinate and monitor implementation of service plans to meet the needs of clients and families served. The incumbent provides crisis intervention services; arranges for services and documents all casework as prescribed by rules and regulations. Incumbents may recruit, train, recommend and monitor homes for foster care and adoption. Incumbents participate in ongoing in-service training in social casework practices and procedures including training in applicable laws and regulations. Incumbents prepare written assessments, plans, reports and testifies in court. General supervision is received from a Supervisor or other supervisory personnel. General supervision may be exercised over the work of Caseworker Trainees. The incumbent does related work as required.

Duties: Caseworker Trainee: This position involves responsibility to investigate abuse or neglect cases, assess client/family strengths and needs and develop, coordinate and monitor implementation of service plans to meet the needs of clients and families served. The incumbent provides crisis intervention services; arranges for services and documents all casework as prescribed by rules and regulations. Incumbents may recruit, train, recommend and monitor homes for foster care and adoption. Incumbents prepare written assessments, plans, reports and testifies in court. Incumbents receive ongoing in-service training in social casework practices and procedures including training in applicable laws and regulations and receive on the job training through exposure to progressively responsible and complex casework situations under the close supervision of an experienced Caseworker or other supervisory personnel. An appointee who successfully completes the training program and the probationary period as a Caseworker Trainee may be appointed, without further examination, to the position of Caseworker. The incumbent does related work as required.

Minimum Qualifications: (on the date of the written test)

Caseworker:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Criminal Justice, Social Work, Psychology, Counseling, Human Services, Sociology or Education; OR
- (B) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Criminal Justice, Social Work, Psychology, Counseling, Human Services, Sociology or Education and two years of social casework experience in a social agency adhering to casework principles and practices; OR
- (C) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in any field and thirty credit hours in Criminal Justice, Social Work, Psychology, Counseling, Human Services, Sociology or Education and two years of social casework experience in a social agency adhering to casework principles and practices.

Caseworker Trainee:

Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Criminal Justice, Social Work, Psychology, Counseling, Human Services, Sociology or Education.

NOTE 1: Social Casework includes job experience in:

- (1) Assessing family and individual needs for specific social services and providing direct services, which include case management and coordination of services in the home;
- (2) Case planning and the continual reassessment of family or individual needs by setting goals and objectives;
- (3) Responsibility for documentation of case file information.

Social Casework experience does not include experience gained as:

- (1) An income maintenance, medical assistance, or food stamp examiner;
- (2) Experience which is custodial in nature and/or which involves providing direct personal care to clients such as nursing, nurses' aides, home health aides or similar experience.

NOTE 2: In compliance with Section 424-a of the Social Service Law, those candidates who successfully pass the exam and who are being considered for employment will be required to sign a release form for clearance determination by the New York State Child Abuse/Neglect Central register.

Special Requirements:

Candidates must possess a valid driver's license issued by the New York State Department of Motor Vehicles at the time of appointment, and must maintain such license throughout employment.

When college education is required to meet the minimum qualifications, a college transcript (may be an unofficial copy that clearly shows college name, degree/credits, etc...) must accompany the application for examination or application will be disapproved.

Note: Appropriate part-time and/or volunteer experience, which can be verified, will be accepted on a prorated basis.

Special Note: Permanent appointment is contingent upon successful completion of a criminal background check.

As no refunds will be made of the exam fee, you are urged to compare your qualifications carefully with the requirements for admission stated in the "minimum qualifications" section of the examination announcement, and file only for those examinations for which you are clearly qualified. The education and experience (including the percentage of time spent personally performing the duties of each employment) you indicate on the application will be verified and compared to the "minimum qualifications" for the position. Omissions or vagueness will not be interpreted in your favor.

Tolerance Policy:

Candidates who do not possess the minimum post-secondary educational qualifications as of the date of the examination, but who are currently enrolled in their last semester leading to possession of such qualifications, may be admitted to the exam conditionally, with final approval for their qualifications being granted only upon submission of their college transcript **within sixty (60) days of the date of the examination**.

The tolerance will extend only to the issue of completing the minimum post-secondary educational qualifications. All other minimum qualifications must be met on or before the date of the exam.

To be approved on a conditional basis, the candidate must provide the Schenectady County Civil Service Commission, **at the time of application**, a college transcript showing their current status and pending courses needed to complete the education qualifications. **Failure to do so will result in application disapproval.**

Failure of the candidate to submit the final college transcript showing completion of the minimum post-secondary educational qualifications within said sixty (60) day period **shall disqualify** the candidate. For this examination, the sixty (60) day period is **on/or before October 4, 2017**.

Note: An unofficial transcript will be accepted when filing for an examination, but an official transcript may be required at time of interview or appointment.

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 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.

A guide for taking the test for Entry Level Caseworker exam is available on the New York State Department of Civil Service website at www.cs.ny.gov/testing/localtestguides.cfm. Candidates are encouraged to visit this website to view or obtain a copy of this publication. Candidates not having access to a computer or the web may obtain a copy of the test guide by contacting the Schenectady County Civil Service Department using the contact information given elsewhere on this announcement or the exam application.

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.

**Applying For Civil Service Examinations In
Multiple Jurisdictions When Examinations
Are Scheduled On Same Date**

If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other Local Government Jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both **State** and **Local** government examinations, you must notify our agency, **Schenectady County Civil Service**, of your intent to take both a state and a local government examination. When taking both a **state** and a **local** government examination you will be required to take all your

examinations at a state examination center. You must complete a cross-filer form indicating what exams you have applied for and we will notify New York State Civil Service of your intent. You will be advised when and where to report for your examinations.

If you have applied for more than one Local Government Examination with more than one Local Civil Service Agency, you must notify each civil service agency to make arrangements. Schenectady County has a cross-filer form which you must complete. You must make your request for these arrangements no later than two weeks before the date of the examinations. On the cross-filer form you will indicate all exams you have signed up to take and the location you wish to be tested at. If you have questions regarding this examination call (518) 388-4233 or write to Schenectady County Civil Service Commission, 620 State Street, Schenectady, NY 12305.

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.

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 determined by the Civil Service Agency conducting the examinations(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.

Employment within a Schenectady County Department may be subject to pre-employment drug testing.

You are encouraged to read the General Conditions and Instructions Attachment

Date released: 05/30/2017

Schenectady County Civil Service Examinations**General Conditions and Instructions**

1. **Application Forms.** Applications may be obtained at the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com. Candidates will be notified of the time and place of the examination.
2. **Application Deadline.** Applications postmarked after midnight of the last filing date will not be considered eligible for this examination.
3. **Change of Address.** You must notify the Civil Service Office of any change of address.
4. **Special Rights for Military Personnel.**
 - **Application Filing Period Extension.** Individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced will be permitted to file an application for examination no later than ten business days before the scheduled examination date, or the last date to file, whichever is later.
 - **Make Up Examination.** Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the New York State Department of Civil Service and/or the Schenectady County Civil Service Commission.
5. **Examination Fee.** A fee of **\$15.00** is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send **certified check** or **money order** payable to the Schenectady County Civil Service Commission. **Cash and personal checks will not be accepted.** 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.
6. **Examination Fee Waiver.** The examination fee will be waived for (1) those applicants who are unemployed and primarily responsible for the support of a household; (2) those applicants who are receiving SSI or public assistance (TANF, Family Assistance or Safety Net Assistance); (3) those applicants certified as JTPA / WIA eligible. If you wish to apply for a fee waiver, you must complete the **Fee Waiver Form** and attach it to your application. This form can be obtained at the Civil Service Office or on the website at www.schenectadycounty.com.
7. **Special Testing Arrangements.** If you need an accommodation to take the examination for one of the reasons outlined below, please check the appropriate box on the Examination Application and contact the Civil Service Office at (518) 388-4233.
 - **Religious Accommodations.** Most written exams are held on Saturdays. If you cannot take the exam on the announced date due to a conflict with a religious observation or practice, arrangements will be made so that you can take the examination on an alternate date.
 - **Reasonable Accommodation for Disabled Individuals.** A reasonable accommodation will be made for individuals with a disability during the application and examination process. You must provide documentation as to the accommodation you need to apply for and/or take the examination.

- **Other Reasons.** An alternate exam date may be requested for one of the following reasons. Documentation supporting the request will be required.
 1. A death in the immediate family or household within the week preceding the exam date.
 2. Medical emergencies involving the candidate or member(s) of the candidate's immediate family.
 3. Military Orders (a copy of the orders is required).
 4. Wedding – must be a member of the wedding party or an immediate family member of the bride or groom.
 5. Vacation for which a non-refundable down payment was made before the exam announcement was issued.
- 8. **Notice to Appear for Examination.** Accepted candidates will be notified when and where to appear for the examination. If an application is disapproved, due notice will be sent.
- 9. **Failure to Appear for Exam.** Candidates who fail to appear for the exam as scheduled will be eliminated from further consideration for this competitive examination.
- 10. **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**. You may not bring books or other reference material to the test site.
- 11. **Examination Preparation and Rating.** This 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 provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination.
- 12. **Eligible List.** The minimum qualifications listed in this announcement have been approved by the Schenectady County Civil Service Commission for the purpose of evaluating a candidate's education, training and experience to determine admission to this examination. This examination is being conducted to establish a Civil Service Eligible List which will be certified to appointing authorities to fill available vacancies. Candidates whose names are certified for appointment have only met the minimum qualifications to take the examination. All candidates who pass the examination will be placed on an eligible list. Unless otherwise specified, the final rank order of the eligible list will be determined on the basis of the scores received on the written test, plus Veterans Credits and Seniority Credits where appropriate. The eligible list established as a result of this examination will be established for four years, but may expire after one year if superseded by a new list.
- 13. **Application Verification and Background Checks** – Statements made on the Examination Application are subject to verification. A clearance from the Commissioner of Education will be required for employment within a school district for those positions that are designated by the school district as having direct contact with students.
- 14. Persons holding a permanent position in this title, in this department are not eligible for admittance to this examination.

15. **Veterans Credits.** The following information and instructions pertain to those candidates who are claiming Veterans Credits. **Please note that Veterans Credits will not be granted after the establishment of the eligible list.**
- If you are claiming Veterans Credits as either a disabled or non-disabled veteran, you must check the appropriate box on the ***Application for Examination*** form and answer all questions accurately and completely. You must also complete the ***Application for Veterans Credits*** (obtained in the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com), and submit the DD-214 Discharge Papers showing that you have an honorable discharge. Failure to do so may result in a denial of your claim for Veterans Credits.
 - If you are claiming credits as a disabled veteran, you must in addition to meeting the requirements as indicated on the Examination Application, be certified by the United States Department of Veterans Affairs as being disabled in the actual performance of duty in any war; that the disability is rated at ten percent or more, and that the disability exists at the time of application for appointment or promotion.
 - All claims for Veterans Credits are tentative and must be verified through inspection of discharge papers and related documents prior to the establishment of the eligible list. All statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the Schenectady County Civil Service Commission. In the event of subsequent disclosure of any material misstatement or fraud in your claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.
 - Any candidate who is currently serving in the armed forces of the united states on a full-time active duty basis, other than active duty for training, may file for Veterans Credits on an examination **prior to the list being established.**
 - **Conditional Veterans Credits.** A qualified candidate receiving Conditional Veterans Credits will be restricted from certification using the credits until the appropriate documentary proof indicating that the service was in time of war and that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to the Schenectady County Civil Service Office in order to have the restriction removed and be certified at a score including the Veterans Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veterans Credits.
 - **Additional Veterans Credits.** Effective January 1, 2014, additional Veterans Credits may be granted to veterans who:
 1. Used Non-Disabled Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government; and
 2. Subsequent to such appointment, are certified by the US Department of Veterans Affairs as having a service connected disability rated at 10% or more.

16. **Seniority Credits (Promotional Exams Only).** Seniority Credits will be added to an eligible score based on continuous permanent competitive class service in the jurisdiction holding the examination. Service would be credited up to and including the date of examination as follows:

No. of Years	Credits	No. of Years	Credits	No. of Years	Credits
Less than 1 year	0	6 to 10 years	2	16 to 20 years	4
1 to 5 years	1	11 to 15 years	3	21 to 25 years	5

Each additional 5 years will be credited 1 point in accordance with the above schedule.

17. **Additional Credits for Eligible Children or Siblings of Firefighters and Police Officers Killed in the Line of Duty.** If you are either a child or sibling of Firefighter or Police Officer killed in the line of duty as defined in Civil Service Law Sections 85-a or b (see below), you may be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which the deceased firefighter or police officer had served. 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. **You must contact this office regarding these credits upon submission of your application for examination.**
- **Civil Service Law Section 85-a.** Children of firefighters and police officers killed in the line of duty are eligible for these additional credits.
 - **Civil Service Law Section 85-b.** Siblings of Firefighters and Police Officers killed in line of duty (World Trade Center, September 11, 2001) are eligible for these additional credits. Pursuant to CSL §85-b, "killed in the line of duty" shall mean having died in the performance of duty as the natural and proximate results of participation in the rescue effort that was conducted in response to such attack.

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