

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

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: \$20.67/HOUR (HIRED AFTER 09) \$22.97/HOUR (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.

(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 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.

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.