



Office of Personnel and Civil Service Job Announcement Please Post Conspicuously

Michael Mascarenas
County Manager

Stephen McNally
Chairman of the Board

TITLE: **CASEWORKER ASSISTANT**
(Provisional * Appointment)

SALARY: \$26.91/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Department of Social Services, Elizabethtown

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 37 ½ Hour work weeks (Monday-Friday).

JOB SUMMARY The work involves responsibility for providing social work services for adults and families to assist them with their, emotional, financial, social and environmental difficulties. Incumbent will be expected to assist individuals with complex care needs in navigating State and Federal benefit programs to ensure they receive all benefits to which they're entitled and do not fall out of program compliance. This includes collaborating with DSS eligibility staff for employment requirements and determining employment/wellness plans, and ongoing plans of how to effectively interact with the clients. Incumbent will also be expected to educate and support families with making safe decisions around parenting. Work may require afternoons, evening and weekend hours. The incumbent does related work as required.

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

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of an Associate's Degree in Human Services, Child Development or related field and one year of full-time paid experience in the Human Services field; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three years of full-time paid experience in a human services field; or
- (c) An equivalent combination of training and experience as defined within the limits of (a) and (b) above.

PROMOTIONAL QUALIFICATIONS: Two years as a Social Services Worker or Homemaker in the Department of Social Services.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION: New York State Driver's license and reliable transportation is required.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Residency Requirement: There is **no** residency requirement.

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date for the examination. People seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: September 10th, 2026

Application Deadline: September 21st, 2026

***The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.**



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