TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity





OPEN TO THE PUBLIC

Tompkins County Personnel Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

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TITLE: Caseworker

EXAM NO: 20005

SALARY: $24.09/hour - 2013 Hire Rate

EXAM DATE: 06/16/14

ISSUE DATE: 01/01/14

THE FINAL DATE TO FILE APPLICATIONS: 06/04/14

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/16/14

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six contiguous counties for at least one month immediately preceding the date of application and maintain residency throughout the life of the eligible list. The eligible list will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

A QUIET HAND HELD CALCULATOR WILL BE ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES: The eligible list resulting from this continuous recruitment examination may be used to fill any full-time and part-time vacancies (and may be used to fill temporary vacancies) in the title of Caseworker that may occur at the Tompkins County Mental Health Department or the Tompkins County Department of Social Services.

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.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Human Services, Social Work, Psychology, Sociology, or Counseling; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree that includes 12 college credits in human services, social work, psychology, sociology, counseling, social welfare, gerontology, or criminal justice; plus one (1) year paid full time, or its part time equivalent, experience in direct service social casework with a public or private agency; OR,

(C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree; plus two

(2) years paid full time, or its part time equivalent, responsible public contact experience in a social welfare or community oriented organization as an Examiner, Child Care Visitation Worker, or Child Care Worker; OR,

(D) Any equivalent combination of education and experience, equal to or greater than, described in (A), (B) and (C) above.

NOTE: All applicants placed on an eligible list as a result of this examination must, at the time of interview, sign a release under Section 424 of the Social Services Law. This release authorizes an inquiry to the New York State Control Register of Child Abuse and Maltreatment.

ADDITIONAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment and maintenance of such license for the duration of employment.

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DISTINGUISHING FEATURES OF THE CLASS:

This is an entry-level professional casework position involving 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. The caseworker, in consultation with a supervising caseworker, formulates and carries out plans to meet the individual problems of the cases assigned. The work is performed under the general supervision of a supervising caseworker with in-service training provided through the agency's staff development program. Supervision over the work of others is not a function of this position. The incumbent will perform all related duties as required.

STUDY GUIDE-CASEWORKER SERIES: A guide is available "on-line" in the Personnel Department section of the Tompkins County Government web site. Go to http://www.tompkinscountyny.gov/personnel/guides, then click on Caseworker Series Study Guide. In addition, a copy of this Test Guide for the Caseworker Series can also be obtained at the Tompkins County Personnel Office in The Old Jail Building, 125 E. Court Street, Ithaca, NY 14850 or call this office at (607) 274-5526 to " request a copy."

TESTING FORMAT: This decentralized examination may be given in a written form or it may be administered on a personal computer (PC). The preferred method is computerized testing given on a PC in our testing facility. The Personnel Office will select the testing format and candidates will be notified by letter or e-mail no later than 7-10 days before the examination. Examinations will be administered on weekdays; other testing days may be arranged as necessary. Tompkins County reserves the right to terminate this continuous recruitment program and re-establish the periodic announced date type of examination

THE ELIGIBLE LIST: A single eligible list will be established as a result of this examination. Candidate names are inter-filed on the continuous recruitment eligible list for one year. Eligible candidates will be ranked according to their written test score relative to the other candidates on the list first and (in the case of tie scores) by date of test and alphabetical order.

WRITTEN EXMINATIONS AND RE-TEST POLICY: Candidates who fail the written examination or wish to retake the written test to improve their score may do so upon the submission of a new application. However, a six-month waiting period must elapse before re-testing is allowed. 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) 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.

COMPLETE SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTIONS:

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 (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.

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.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Personnel at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.
The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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 materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Personnel Department (607) 274-5526. The Cross File form is located at http://www.tompkins-co.org/personnel/CivilSrvForms/index.html

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. 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.â

BACKGROUND INVESTIGATION: 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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850