

Chemung County/City of Elmira Regional Civil Service Commission

P.O. Box 588, 203 Lake Street, Elmira, New York 14902

Examination Notice

CASEWORKER - OPEN COMPETITIVE

CONTINUOUS RECRUITMENT

(Applications accepted continuously.)

SALARY: \$20.19/Hr. (2018 Entry)

CONTINUOUS RECRUITMENT: Applications are accepted continuously with exams being given as needed. Successful candidates will have their names placed on the eligible list in order of their final score, regardless of the date on which they take the test. The rank of eligible candidates changes when new eligible candidates are added to the existing list. An eligible candidate's name will remain in effect for one year from the date he/she appears on the list. The Regional Civil Service Commission reserves the right to terminate this special recruitment program at any time.

EXAM FEES: There is a \$15.00 non-refundable exam fee. This fee must be paid at the time of application, either by cash, check or money order made payable to "Regional Civil Service Commission". If your application is disapproved, the fee will not be refunded. You should carefully review the minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify. Details concerning waiver of application fee are found in the "General Instructions."

FILING APPLICATIONS WITH MULTIPLE CIVIL SERVICE AGENCIES: 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:

- 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 **or** July 1 – December 31.
- 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.
- 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.
- A candidate must pay application fees for each examination requiring such fees.
- A candidate's placement on resultant 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.

RESIDENCY REQUIREMENTS: There is no residency requirement for this exam.

VACANCIES: This examination is being held to fill vacancies, as they may occur in the Chemung County Department of Human Services.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited college or university, or New York State registered four (4) year college or university with a Bachelor's Degree.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.

ANTICIPATED ELIGIBILITY: If you expect to complete the educational requirement by three months from date of exam, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of your Bachelor's Degree to the Chemung County/City of Elmira Regional Civil Service Commission. An official college transcript must be submitted by three weeks of graduation. Failure to do so will result in removal of your name from the eligible list.

PRE-EMPLOYMENT DRUG TEST/BACKGROUND INVESTIGATION: Candidates being considered for appointment may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to pass the pre-employment drug test or to meet the standards for the background investigation may result in disqualification.

JOB DESCRIPTION: Work shall be performed under the close supervision of a Supervising Caseworker, with in-service training provided through the agency's staff development program. The Caseworker, in consultation with the supervising worker, formulates and carries out plans to meet the individual problems of the cases assigned. Under supervision, the Caseworker provides social work services for individuals and/or their families including children to assist them with their economic, emotional, social and environmental difficulties; does related work as required.

SUBJECT OF EXAMINATION: Written test designed to test for knowledge, skills and 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.

TEST GUIDES: The New York State Department of Civil Service has published a Test Guide intended for candidate preparation use for this particular examination. This Test Guide contains important test-related information as well as sample test questions similar to the questions that will be used in this written test. The New York State Department of Civil Service is making a copy of this Test Guide and other related information available on its Website at www.cs.ny.gov/testing/localtestguides.cfm In addition, a copy of this Test Guide can also be obtained at the Regional Civil Service Office at the Hazlett Building, 2nd Floor, 203 Lake Street, Elmira, NY.

CALCULATORS: 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.

NOTE: 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.

EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER.

GENERAL INSTRUCTIONS

Applications: A regular application form must be filed for each separate examination. The applicant should make sure that every question is answered and that the application is complete in all respects. An incomplete application may be disapproved. There is a \$15.00 non-refundable exam fee (the fee for Uniformed Protective Services exams is \$20.00). The fee must be paid at the time the application is filed and must be paid in cash, check or money order, made payable to the Regional Civil Service Commission. There is a \$30.00 fee for returned checks with non-sufficient funds. Before filling out your application, read carefully the announcement for this examination. When completing your application be sure to enter, at the top of page 1, the examination number which identifies the examination for which you are filing. Applications postmarked after midnight of the "Last Filing Date" will not be considered eligible for this examination.

Waiver of Exam Fee: The exam fee may be waived for the following reasons:

- You are unemployed and primarily responsible for the support of your household.
- You are receiving financial assistance from the Department of Social Services. Applications and Waiver of Application Fee forms are available at the Chemung County/City of Elmira Regional Civil Service Commission, P.O. Box 588, 203 Lake Street, Elmira, New York 14902-0588. Telephone: (607) 737-2915. When submitting your waiver form, please provide proof of eligibility, such as a check stub or benefit card.

Qualification Process: Upon review of applications, candidates will either be disqualified or conditionally approved. Disqualified candidates will be afforded the opportunity to submit facts in opposition to disqualification. Statements in the applications of conditionally approved applicants may be investigated at a later date. The Regional Commission may refuse to certify an eligible after examination pursuant to Section 50.4 of Civil Service Law who is found to lack any of the established requirements for admission to the examination or for appointment to the position for which he applies. No person shall be disqualified pursuant to this subdivision unless he has been given a written statement of the reasons therefore and afforded an opportunity to make an explanation and to submit facts in opposition to such disqualification.

Admission to the Exam: Accepted candidates will receive an admission letter which tells when and where to appear for the exam. No one will be admitted to the examination without the official admission letter. If an application is rejected, a disapproval letter will be sent to you. The Regional Civil Service Commission does NOT make formal acknowledgment of the receipt of an application; however, you should contact the Regional Civil Service Commission if you do not receive a notice within three (3) days of the examination informing you whether or not you are to be admitted to the examination.

Multiple Exams on the Same Day: Qualified candidates may take a combination of examinations being given on the same date. Prior to submitting applications for multiple exams, you may check with the Civil Service office for the maximum time allowance to complete all of the exams.

Religious Accommodation: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the area on the examination application (page 1, C) "Religious Accommodation". We will make arrangements for you to take the test on a different date.

Veterans' Credits: Veterans and disabled veterans desiring to claim additional credit must submit veteran's credit forms prior to the establishment of the resulting eligible list. Effective January 1, 1998 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 examinations. Active members of the armed forces must provide proof of military status to receive conditional credit. Further information and applications are available at the Regional Civil Service Commission office.

Additional Credit for Children of Firefighters and Police Officers Killed in the Line of Duty: In conformance with section 85-a of the Civil Service 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 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 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 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.

Failing Examination/Failure to Appear: Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.

Eligible Lists: Unless otherwise specified, the final rank order of the eligible list established, as a result of this exam, will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will remain in force for at least one (1) year and may be extended by the Regional Civil Service Commission for a maximum of four (4) years.

This 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 exams will apply to this examination.

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