

*****AMENDED*****

Issue Date: 12/21/18

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Franklin County Personnel Department Announces

CONTINUOUS RECRUITMENT

**OPEN COMPETITIVE EXAMINATION for
CASEWORKER**

EXAM NUMBER: #18-840

*****RESIDENCY WAIVED*****

TESTING LOCATION: FRANKLIN COUNTY COURT HOUSE

**Examination will be held on an as needed basis
Applications Accepted Continuously**

Filing Fee: \$10.00 - Non-Refundable (See Filing Fee Section)

Franklin County is an Equal Opportunity Employer

Calculators are: **ALLOWED (See Calculator Section)**

If you fail to receive an admission letter at least one week prior to the exam date, please contact this office. It is your responsibility to notify this office of any address change, phone numbers, etc. by submitting a "Civil Service Notification of Change Form" to the Personnel Office.

BASE SALARY: \$41,097

VACANCY: The eligible list established as a result of this examination will be used to fill full-time/part-time vacancies in the Franklin County Department of Social Services. Vacancies are expected to occur from time to time.

APPLICATIONS AND FILING FEES WILL BE ACCEPTED ON A CONTINUOUS BASIS - There is no deadline for applying. Examinations will be held periodically. Candidates will be contacted by mail with the date and location for the written exam once determined.

TESTING: The written test may be administered twice a year at approximately six (6) month intervals.

ELIGIBLE LISTS: Successful candidates will have their names placed on the eligible list in the order of final scores, regardless of the date on which they took the examination. **A successful candidate's name will remain in effect for one year from the date he/she appears on the list. Candidates will need to retest after one (1) year to remain on the eligible list.** (See General Instructions "Continuous Recruitment Examination" section.)

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE:

Do **NOT** bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.

IMPORTANT NOTE: YOUR ADDRESS MUST BE KEPT CURRENT WITH THIS OFFICE AS NO CORRESPONDENCE WILL BE FORWARDED.

*****RESIDENCY REQUIREMENTS:**

RESIDENCY WAIVED!!!

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so arrangements can be made for taking all tests at one test site. All examinations for positions in State government will be held at the State examination center.

Examination announcement continued for:

Caseworker - #18-840

FRANKLIN COUNTY REQUIREMENTS FOR MULTIPLE EXAMINATIONS:

If you have applied for multiple examinations for both State and/or Local, you must fill out the cross-filer application no later than two weeks before the date of the examinations, with exam titles and numbers of other than Franklin County examinations. The form is on the website, www.franklincony.org, under Personnel/Exam Announcements.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, the Caseworker provides case planning and management for individuals and/or their families, including children, to assist them with their economic, emotional, social and environmental difficulties and does related work as required. An employee in this class performs a variety of social casework services related to a specific program area of the agency. Work involves investigations, formulation of treatment plans, counseling referral and other duties connected with case management. The Caseworker, in consultation with the supervision worker, formulates and monitors plans to meet the individual needs and challenges of the case assigned. Caseworkers are responsible for a variety of activities related to the legal aspects of casework including following state and federal legal activity time line mandates, presenting the facts of the case in formal documents for review by the DSS legal office and filing with Family Court and testifying in court on their cases when necessary. Work is performed under supervision of a higher-level caseworker or supervisor and is reviewed through conferences and analysis of records for results obtained.

NOTE: Unless otherwise noted, experience credited towards meeting the minimum qualifications must be full time (30 hours per week or more) paid work experience. Volunteer or part-time experience will only be credited if specified on the exam announcement.

MINIMUM QUALIFICATIONS: Either:

- 1) Bachelor's Degree from a regionally accredited college or university; or
- 2) Registered Professional Nursing License and one (1) year of full-time paid experience.

NOTE: AN UNOFFICIAL TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. IF YOUR TRANSCRIPT IS ALREADY ON FILE WITH OUR OFFICE PLEASE NOTE ON THE TOP OF YOUR APPLICATION.

SPECIAL REQUIREMENT: Possession of a valid NYS Driver's License at the time of application and maintained throughout employment, or be able to demonstrate the ability to meet the transportation needs of the position. (MUST submit a copy of NYSDL with application & filing fee)

Termination of the Program: The Franklin County Department of Personnel reserves the right to terminate this special recruitment program at any time and to re-institute the program of periodic testing for this title.

THE EXAMINATION: Will consist of a written, multiple-choice test covering such knowledge, skills and/or 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 order for the sentence.

THIS EXAMINATION is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York 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 the Written Test for Caseworker is available at the New York State Department of Civil Service web site: www.cs.state.ny.us/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request a copy of this test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

Examination announcement continued for:

Caseworker-#18-840

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 examination(s).

CALCULATOR INFORMATION:

Use of calculators is **ALLOWED**. 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 and any similar devices are prohibited.

FILING FEE INFORMATION:

A **\$10.00 non-refundable** application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Send cash, check or money order payable to the Franklin County Personnel Office. Write the examination number(s) and the applicant's name on the check or money order. There will be a charge for checks returned due to insufficient funds.**

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance). **All claims for application fee waivers are subject to verification. . If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form which MUST BE submitted with your completed application.**

YOU WILL NEED TO CONTACT THE FRANKLIN COUNTY PERSONNEL DEPARTMENT FOR THE REQUEST FOR APPLICATION FEE WAIVER AND CERTIFICATION FORM OR VISIT US ONLINE AT WWW.FRANKLINCONY.ORG.

If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

If you submit a personal check for payment of the application fee, and the check is returned by the bank prior to the date of examination, you may not be admitted to the examination. Should your check fail to clear the bank prior to the examination date and be returned for insufficient funds after you have sat for the examination, you may not receive a score.

The Franklin County Personnel Office does not acknowledge receipt of application and does not accept responsibility for non-delivery or postal delay.

It is your responsibility to notify this office of any address change, phone numbers, etc. A "Civil Service Notification of Change Form" must be completed with our office.

WEATHER EMERGENCIES:

On the rare occasion of a weather emergency requiring cancellation of an examination, an announcement will be posted to the Franklin County Personnel Office Facebook site, announced on NCPR, WSLP, WVNV and WICY radio stations, and telephone calls attempted to each candidate as soon as practicable following the determination. The State Local Examinations Department will be consulted the following Monday morning as to a new test date; however, there is no guarantee of rescheduling the test date.

SEND APPLICATIONS AND FURTHER INFORMATION TO:

**Franklin County Personnel Office
355 West Main Street-Courthouse
Malone, NY 12953
Phone: (518) 481-1677 or (518) 481-1665
www.franklincony.org**

GENERAL INSTRUCTIONS

TIME AND PLACE OF EXAMINATION

Accepted candidates will be notified of time and place of the examination by letter sent via US mail. You are required to bring the letter of approval for admittance. Disapproved candidates will be so notified. The Personnel Officer does not make formal acknowledgment of the receipt of an application.

APPLICATIONS

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications may be disapproved. All statements made by candidates are subject to verification.

RESIDENCE

Unless otherwise stated all candidates are required to be legal residents of the County of Franklin for not less than thirty days immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction.

ANTICIPATED ELIGIBILITY

If successful on the examination, you will not be certified for appointment until you have submitted proof of possession of the required licensure/certificate, if required, to the Franklin County Personnel Department. This proof must be submitted when you receive your licensure/certificate or it will result in the removal of your name from the eligible list.

VETERAN CREDITS

Veterans or disabled veterans who may be eligible for additional credit must submit an application for veteran's credit (MSD-332 VC1) form, with a copy of their military discharge papers (Form DD-214) with their application for examination or at any time prior to the establishment of the resulting eligible list. Disabled Veterans must also file two (2) copies of a Disability Record Authorization (MSD-390 9-02L (w) with Veterans Affairs. These forms are available at the Franklin County Personnel Department and must be filed within 30 days of the examination date.

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. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No Credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

***SPECIAL NOTICE-VETERAN'S CREDIT:** Article 5, Section 6 of the NYS Constitution was amended to entitle veterans who have used non-disabled veteran credits for civil service appointment or promotion and who were/are subsequently certified as being a disabled veteran by the U.S. Dept. of Veterans Affairs, **to additional credits for a subsequent appointment or promotion.** If you believe you may be eligible for additional veteran credits as a result of this change, please contact this office, and you'll be instructed regarding how to proceed.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

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.

WRITTEN EXAMINATION

This written examination is 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 which deals with the rating of examinations apply.

ELIGIBLE LISTS

Eligible lists will be established in the order of final rating for successful candidates, and will be established for a period of one - four years unless exhausted prior to that date.

HEALTH REQUIREMENTS

Candidates must be medically and physically capable of performing the essential functions of the position and may be required to take examinations to establish this condition prior to employment.

RELIGIOUS ACCOMMODATION

Candidates who, because of a religious observance or practice, are unable to compete in an examination scheduled to be held by this office, will be rescheduled. Notification must be made in writing to the Personnel Office with the examination application. The candidate will be notified by the Personnel Office of an alternate test date.

ALTERNATE TEST DATES

Alternate examination dates may be granted for qualifying circumstances. A request for an alternate examination date must be submitted to the Franklin County Personnel Office with application for examination. A decision will be made and the candidate will be notified by the Personnel Office of the determination.

BACKGROUND INVESTIGATIONS, FINGERPRINTS AND FEES

Fingerprinting is sometimes required at the time of appointment. If so, you may be required to pay the processing fee. 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.

CONTINUOUS RECRUITMENT EXAMINATIONS

Names of candidates from a continuous recruitment examination will be inter-filed on the continuing eligible list in rank order regardless of the date on which they took the test. Franklin County Personnel Department reserves the right to terminate the continuous recruitment program.