

COLUMBIA COUNTY CIVIL SERVICE COMMISSION
401 STATE ST., HUDSON, NEW YORK 12534
Phone: 518-828-6622
www.columbiacountyny.com



AMENDED

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Issue Date: 2/27/08
County #2576

Columbia County Civil Service Commission
announces a decentralized examination for:

CASEWORKER #2576

Date of Examination:

June 14, 2008

Last Filing Date:

May 28, 2008

Filing Fee:

Fee for this examination is \$12.50
(Personal checks no longer accepted)

Place of Examination:

To be announced

Residency:

A candidate must be a resident of Albany, Columbia, Greene, Dutchess Rensselaer, or Ulster County for (4) four months prior to the date of the examination. *Preference in appointment may be given to Columbia County Residents. (C.S. Law #23.4)*

Vacancy:

The eligible list established from this examination will be used to fill vacancies as they occur within the Columbia County Department of Social Services.

2007 Salary Schedule (currently under negotiation)

Salary:

\$ 35,471.00 (starting salary – step 1)
\$ 37,558.00 (after 1st yr. – step 2)
\$ 39,644.00 (after 2nd yr – step 3)
\$ 41,731.00. (after 3rd yr. – grade rate)

Duties of the position Under supervision, a Caseworker provides social work services for individuals and/or families, including children, to assist them with their economic, emotional, social and environmental needs. The work of this employee is performed under close supervision of a supervisor, with training coordinated through the agency's staff development program. The caseworker, in consultation with the supervisor formulates and implements plans to meet the individual needs of the cases and assesses for safety. A Caseworker may be assigned and/or reassigned to various services units at the Agency's discretion. A Caseworker does related work as required, including but not limited to participating in the on-call system, over time work beyond regular business hours, driving personal car for non-client work related transportation and related duties assigned by their Supervisor.

GENERAL INSTRUCTIONS TO CANDIDATES

Applications may be obtained from Columbia County Civil Service, 401 State St., Hudson, NY 12534 Phone: 518 828-6622 (office hours 8 - 4 Mon - Fri). **Applications received/postmarked after the last filing date will not be accepted.**

Note: Sabbath observers/disabled persons/military members: If special arrangements for testing are required, indicate this on your application form.

VETERANS CREDITS: Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotional examination), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the examination. Effective 1/1/98 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 exams. 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 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 veterans' credit.

"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."

RESIDENCY REQUIREMENTS: Candidates must be a resident of Columbia County for four months prior to the date of the examination, unless otherwise stated on the front of the announcement. Preference in appointment may be given to Columbia County residents. (CS Law Section 23.4) when opened to contiguous counties. **It is the responsibility of the candidate to notify the Civil Service Commission of any change in name or address.** No attempt will be made to locate candidates who have moved.

RATING & REVIEW: Unless the announcement states otherwise, this written examination is being prepared by NYS Civil Service and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with preparation and the rating of exams will apply to this written examination.

TRANSCRIPTS: Whenever college transcripts or diplomas are required, they should be submitted with the application for the examination.

EXAM NOTICES: The Commission does not acknowledge receipt of the application, but all applicants will be notified of the disposition of their application. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Every candidate should bring his/her Social Security Number to the exam. Do not interpret a notice to appear for the exam to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the exam on the basis of statements made in the application. These statements may not be reviewed and/or verified until after the exam has been held. At that time those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the exam will not receive a score. If you have not received a notice to appear for the written test three days before the date of the test, you should call 828-6622.

CALCULATORS: Unless otherwise notified, 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.

ELIGIBLE LIST: The lists established as a result of examinations will remain in existence for a minimum of one (1) year maximum of (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than announced. When an Eligible List has been in existence for less than one year and a new list for the same position or group of positions is established, the names of the persons remaining on the old list shall have preference in certification over the new list until such old list is one year old.

FILING FEES: A filing fee as indicated on the front will be required with your application. Please write the examination no. and your social security no. on your money order, certified or bank check. Please be advised that NO REFUNDS will be made, therefore, you are urged to compare your qualifications carefully with the requirements for admission and file only for those exams for which you are qualified. **MAKE MONEY ORDERS/BANK OR CERTIFIED CHECKS PAYABLE TO: Columbia Co. Treasurer & mail to Civil Service with your application. Cash is accepted. PERSONAL CHECKS WILL NO LONGER BE ACCEPTED.**

APPLICATION WAIVER FEE: 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) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Copies of the Application Fee Waiver and Certification forms are available at the Civil Service Office, 401 State St., Hudson, NY 12534 (518) 828-6622 or on our web site at www.columbiacounty.ny.com.**

MULTIPLE EXAMS: If you have applied for any other Civil Service exams (for this date) for employment with NYS or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site no later than two weeks before the test date. Call this office at (518) 828-6622.

MINIMUM QUALIFICATIONS: A candidate must meet the qualifications on or before the exam date

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS & QUESTAR III: 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 Questar III as involving direct contact with students, a clearance for employment from the State Education Department is required.

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.

NOTE: Evaluation of foreign post secondary education is required. Please ask for a listing of private or not-for-profit companies who evaluate foreign credentials. You must obtain an independent evaluation of your education to verify the equivalency of your education to the minimum qualifications. This must be presented with your application at time of filing.

Minimum Qualifications: (on or before the date of the examination)

A) Possession of a bachelor's degree from a regionally accredited college or university or a NYS registered four-year college or university; OR

B) Certified as a Registered Nurse with one (1) year of experience in that profession

SPECIAL REQUIREMENT: Possession of an appropriate NYS Motor Vehicle Operator's License at the time of appointment.

Subject of the examination: The written test is designed to test for knowledge, skills/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 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 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.

Use of 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 similar devices are prohibited. **No cell phone calculators will be allowed.**

Please note that a copy of "A GUIDE TO TAKING THE EXAMINATION FOR CASEWORKER SERIES" will be sent to all approved candidates approximately two weeks before the test date. If you do not receive a copy with your admittance notice to the exam, please call the Columbia County Civil Service Commission Office at 828-6622 to request a copy. The New York State Department of Civil Service is making a copy of this test guide and other related information available to all candidates on its web site at www.cs.state.ny.us/testing/localtestguides.cfm

see reverse side for important information

****PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION****

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 & 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 the 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 at another jurisdiction during January 1, 2008 – June 30, 2008 of this year should submit a statement with the application clearly indicating where and when the examination was taken.

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