



**NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – Suite G2
Lockport, New York 14094**

*Malcolm A Needler
Personnel Officer*

(716) 438-4071

CASEWORKER

NO. 2019-48 Examination Open to the Public

\$22.78 – 28.79/Hour

The examination will be held to establish an eligible list to fill any appropriate vacancies that may occur in the Niagara County Social Services Department for the duration of the list. **The list established from this exam will supersede any existing list for this title.**

RESIDENCE REQUIREMENTS: Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment.

MINIMUM QUALIFICATIONS: Candidates must meet the following on or before the date of the written exam. If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.

Graduation from a regionally accredited New York State registered approved college or university with a Bachelor's Degree.

*****ANTICIPATED ELIGIBILITY:** If you expect to complete the educational requirement by **May 31, 2019**, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until this office has received a copy of your **official college transcript**. Failure to submit the required proof will result in the removal of your name from the eligible list.

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).

*****IMPORTANT CANDIDATE NOTICE*****

Candidates who have taken a Caseworker examination during January 1 – June 30 of this year should submit a statement with the application clearly indicating where and when the examination was taken.

Candidates will be required to sign a “**Local Caseworker Examination Series Candidate Declaration**”, in the presence of a Monitor, stating if or where they participated in the Caseworker examination within the current year.

DUTIES: Work is performed under close supervision of an experienced caseworker with training and development through individual and group conferences. In consultation with the supervisor, formulates and carries out plans to meet the individual problems of cases assigned. Under close supervision, makes investigations of need for assistance and care at public expense; renders case work services to families and individuals in need of these services and to children and their families, especially where problems of neglect, destitution, and delinquency are involved; supervises children placed for care in foster homes or in institutions. Does related work as required.

FEE WAIVERS: Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE.

FILING DEADLINE

APRIL 8, 2019

A **non-refundable \$15.00 application fee** is required
Apply and pay online or submit a check or money order
payable to: **Niagara County Civil Service**

ANNOUNCEMENT ISSUED: March 11, 2019

EXAMINATION DATE

JUNE 1, 2019

DRUG SCREENING: Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

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.

NOTICE TO CANDIDATES: The use of calculators is **ALLOWED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones are prohibited.**

SUBJECT OF EXAMINATION – There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for 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 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.

A Guide to Taking the Written Test for *Caseworker* is available on the New York State Department of Civil Service website at <http://www.cs.ny.gov/testing/localtestguides.cfm> In addition; a copy of this test guide can also be obtained on our web site www.niagaracounty.com. Candidates are encouraged to visit this website to view or obtain a copy of this publication.

CANDIDATES NOTE: You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

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 they can make arrangement for taking all tests at one test site. All examination for positions in State government will be held at a State Examination Center.

COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT. If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary. If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.**

This examination will be 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 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.

Please review [**IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES**](#)

Niagara County Civil Service #2019-48