



**HAMILTON COUNTY PERSONNEL DEPARTMENT**  
102 COUNTY VIEW DRIVE  
P.O. BOX 174, ROUTE 8, COURTHOUSE  
LAKE PLEASANT, NEW YORK 12108  
PHONE: (518) 548-6375 \* FAX: (518) 548-3108

**announces a Civil Service examination  
for the following:**

**No. 2019-2 Open-Competitive (Decentralized)**  
**\*\*\* CASEWORKER \*\*\***

**Hamilton County Department of Social Services**

**REVISED LAST FILING DATE:**  
FEBRUARY 8, 2019

**REVISED EXAMINATION DATE:**  
FEBRUARY 23, 2019

**APPLICATIONS:** Examination applications must be obtained and filed with the Hamilton County Personnel Department. The Department recommends that you do not wait until the last day to file your application. When received in our office after 4:30 p.m., on the last filing date, the application will be rejected and returned to the applicant. The correct examination number and title must appear on the application form. EVERY question on the application should be answered and complete in all aspects. This Department does not acknowledge receipt of applications or take responsibility for non-delivery or postal delay. Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. Any application you may have previously filed will not gain you admittance to this exam and will not be used to obtain additional information. You must file a separate Application for Examinations during the official period as set forth in this announcement.

**DISQUALIFICATION OF EXAMINATION APPLICATIONS:** When an application for an examination is disapproved by the Director of Personnel, the candidate will be given ten (10) calendar days to appeal this determination. Your appeal must clearly demonstrate that you meet or exceed the minimum qualifications as set forth on the examination announcement. Additional information must be pertinent, detailed and accurate. Your appeal must be in writing, addressed to the Personnel Office, P.O. Box 174, Lake Pleasant, NY 12108, and received in this department no later than 4:30 p.m. of the tenth calendar day. If the tenth calendar day falls on a Saturday or Sunday, the candidate will have until 5:00 p.m. that following Monday to submit their appeal.

**LOCATION OF POSITIONS/VACANCY:** The location of the positions are within the Hamilton County Department of Social Services.

**ELIGIBLE LIST:** The eligible list will remain in existence for a period of one (1) year, unless extended by the Personnel Officer to a maximum of four (4) years. When a list has existed for more than one year, it may terminate upon the establishment of a new list. This list will be used to fill all appropriate full-time or part-time competitive vacancy occurring in an agency under the jurisdiction of the Hamilton County Personnel Officer, anytime during the life of the eligible list.

**SPECIAL ARRANGEMENTS:** May be made if you require a religious accommodation, are a disabled person, or deprived of participation on the scheduled date due to active military service. Specific information must be requested when filing your application.

**APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the examinations. You must notify all local government civil service agencies with who you have filed an application of the test site at which you wish to take your examination. For this examination call (518) 548-6375 or write to the Hamilton County Personnel Office, P.O. Box 174, 102 County View Drive, Lake Pleasant, NY 12108.

**PLEASE POST CONSPICUOUSLY AT A HEIGHT REACHABLE BY PEOPLE IN WHEELCHAIRS AND WITH OTHER MOBILITY IMPAIRMENTS – REMOVE AFTER LAST FILING DATE**

**2019 Salary:** \$37,681 - \$58,036

**RESIDENCY:** Candidates must, at the time of examination and at least one (1) month prior thereto, be a resident of Hamilton, Essex, Franklin, Fulton, Herkimer, Saratoga, St. Lawrence, Warren or Washington County. Preferences in appointment from open-competitive lists may be given to candidates who have been residents of the locality in which appointment is to be made for four (4) months prior to the date of the written test.

**TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):**

-Immediate response to crisis involves: Assessment of worker and client risk; Coordination with law enforcement in high risk situations; Development of safety plans for workers and clients; Begin investigative process;

-Assessment: Obtain sufficient information to determine client's strengths and needs and eligibility for services;

-Provide case management services to eligible individuals in accordance with State and Federal regulations for the TITLE XX Programs including:

Protective Services for Children – Protection Services for Adults – Services for Victims of Domestic Violence – Foster Care for Children – Preventive Services for Children – Information and Referral – Adoption – Residential Placement Services for Adults – Unmarried Parent Services – Child care Services – Family Planning Services – Home Management Services – Homemaker Services – Housekeeper/Chore Services – Housing Improvement Services – Health Related Services – Educational Services – Employment Services – Preventative Services for Adults – Social Group for Senior Citizens – Transportation Services;

-In addition to the TITLE XX Programs, Caseworker is responsible for the following programs:

Personal Care – Expanded In-Home Services for the Elderly (EISEP) – Staff Development – JOBS and Employment;

-Planning and Coordination: Develop a services plan identifying resources that can be accessed and the frequency, duration and amount of service to meet needs. Coordinate with other service providers;

-Implementation: Assist client in securing appropriate services. Advocate for persons when necessary, i.e., legal, education and medical systems, etc.;

-Monitor/Follow: Analysis of funding streams for provision of cost-effective quality services in conjunction with the services plan. Document progress of client in case record. Periodically re-evaluate continued necessity of service. Revise service plan as required. Pursue alternative resources if services are denied or unavailable;

-Counseling: Assist clients to overcome difficulties which may be encountered upon admission or discharge from programs. Assure that client obtain maximum benefits from services received. Develop supportive networks for clients and families. Mediate with clients and families to resolve problems.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the last filing date:

A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree; OR

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

All experience required to meet the minimum qualification section is PAID.

Part-time experience will be pro-rated as follows:

16-23 hrs./wk....1/2 time    24-31 hrs./wk....3/4 time    32+ hrs./wk....full-time

If qualifying by A or B (education options), a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified and you will be given ten (10) days to submit documentation to substantiate your qualifications. If you fail to provide a copy or photocopy of your official transcript within the ten (10) day period, you will not be allowed to participate in the examination.

Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency from a member company of the National Association of Credential Evaluation Services, Inc. (NACES).

You can write to the Personnel Office for a list of NACES members who provide this service. You must pay the required evaluation fee.

**SUBJECTS OF EXAMINATION:** The written, multiple-choice test will be designed to evaluate knowledge, skills and/or abilities in the following areas:

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 sentences.

“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.”

“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:
  - a. January 1 – June 30
  - b. 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 POLICY:** Quiet, hand-held, solar or battery-powered calculators are allowed. Devices with typewriter keyboards, “Spell Checkers”, “Personal Digital Assistants”, “Address Books”, “Language Translators”, “Dictionaries”, or any similar devices are prohibited.

**AT THE EXAM THE USE OF CELLUAR PHONES, BEEPERS, ETC. ARE STRICTLY PROHIBITED.**

“A Test Guide is available on the New York State Department of Civil Service website at <http://www.cs.state.ny.us/testing/localtestguides.cfm> or in the local Civil Service office. If you do not have access to the World Wide Web, you may write Hamilton County Personnel, PO Box 174, Court House, Lake Pleasant, NY 12108 or call (518) 548-6375 for more information on how to obtain a copy of this guide.”

**VETERANS' CREDITS:** Veterans, Disabled Veterans, or candidates currently in the armed forces claiming the additional credit allowed veterans in competitive examination, must apply for such credit while filing their examination application or at any time between the date of the application but prior to the date of the establishment of the resulting eligible list. The time periods, for which veterans' credit is permitted, are defined on the examination application. To receive additional veterans' credit you must file a separate Veterans' Credit Application including acceptable supporting documentation for each examination. Veterans' Credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

**CHILDREN AND SIBLINGS OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY CREDIT:** In conformance with Sections 85-a and 85-b of the Civil Service Law, children and siblings of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent, sister or brother has served. If you are qualified to participate in this examination and are a child or sibling 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 (2) 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. Children and Siblings of firefighters and police officers killed in the line of duty credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

**RATING AND REVIEW:** This written examination is being prepared by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law and Section 7.1 of the State's Civil Service Rules and Regulations.

**NOTICE TO APPEAR:** Approved applicants will receive an Admission Notice for the written examination providing the location and time. Late arrivals will not be admitted into the exam room under any circumstance. Please contact this office if you have not received an Admission Notice for the written examination four (4) days prior to the date of the examination by calling (518) 548-6375.

**EMERGENCIES:**

If an emergency prevents you from appearing for the examination, please notify this office no later than 10:00 a.m. on the Monday following the test date, providing verifiable documentation of the reasons.

***Weather Emergencies:*** In the case of adverse weather conditions, any delay or cancellation will be on the voice mail message of the Personnel Office at (518) 548-6375 between 6:30 and 8 AM on the date of the examination.

**HAMILTON COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, MARITAL STATUS, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.**

ISSUED: 12/27/18