

# Personnel and Civil Service

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## NOTICE OF VACANCY SENIOR CASEWORKER

**Re-Issued: 05/23/2023 (1<sup>st</sup> Issued: 10/14/2022).** The work involves responsibility for the determination and recommendation of the need for service, and the formulation and carrying out of case plans. The functional duties are similar to those of the Caseworker, except that through training and experience, Senior Caseworkers have gained an expertise to handle more complex problems and situations. The work is performed under general direction in accordance with established policies and procedures. Although an incumbent may assist and train Caseworkers, supervision may occasionally be exercised over the work of Caseworkers and other subordinates. **Senior caseworkers will be required to perform work on-call hours as a normal function of the position.** Does related work as required.

The title of Senior Caseworker is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2024.** Permanent appointment will be dependent upon participation in the examination **AND** being reachable from the resulting eligible list. \*Applicants not currently employed by Tioga County will be subject to a criminal background check.

**Status:** Provisional, pending permanent appointment from eligible list  
**Work Hours:** Full time; 35-hour work week  
**Salary:** \$49,441 (2023 CSEA SG XII, base; benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Department of Social Services

### **Minimum Qualifications:**

**OPEN COMPETITIVE:** Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree **AND** two (2) years of full-time experience or its part-time equivalent in social casework with a public or private agency adhering to acceptable standards.

**PROMOTIONAL:** At time of application, must be permanently employed in the competitive class (or designated as non-competitive in accordance with Section 55A of Civil Service Law) **AND** have served for **twelve (12) months** continuous permanent competitive status as a **Caseworker** within the Tioga County Department of Social Services.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

**APPLY ONLINE** by using our "Online Application Tool":  
<https://www.tiogacountyny.com/departments/personnel-civil-service/>

**Apply by: Applications accepted until position has been filled.**

*Tioga County applications are available on our website. Resumes may be submitted but **MUST** accompany an application. Applicants **MUST** clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and/or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.